

Reinstate a Set-off Claim

Process

[SET-OFF PROCESSING](#)

Effective Date

08/16/2005

Purpose

The Reinstate a Set-off Claim task provides specific instructions on how to revert a deleted claim to an active status. This action establishes the claim status as "Reinstated" and makes it available for matching to any monies that are offered. The claim amount must be updated when you reinstate a claim. Set-off Agencies must reinstate their claims on-line or submit claim information by batch. The following Special Notes and Procedure will assist you in reinstating an existing claim.

Special Notes

- A **Claim** is a liability owed to a Set-off Agency by a debtor who exist in IRMS.
- Claims are reinstated on-line or by batch. This task does not address how to reinstate claims using the batch process.

Procedure

Responsibility

Set-off Agency Representative

Steps

1. Determine the claim should be reinstated.
2. Locate the claim in IRMS.
 - A. If a claim number is provided,
 1. Select "Setoff" from the Tax Information menu of the IRMS's Main window.
 2. Select "Claim" from the Setoffs menu.
NOTE: The Maintain Claim Information window opens.
 3. Enter the claim number to locate the claim.
 4. Click FIND to search for the claim in IRMS.
 5. Go to Step 2.C.
 - B. If the claim number is not provided,
 1. Access the View Claim Summary window.
 2. Enter the debtor's FEIN or SSN.
 3. Enter your "Agency Number".
 4. Click FIND, to display the claims for that FEIN/SSN and agency.
 5. Locate the specific claim and claim number.

- a. If the claim and claim number are found,
 1. Select the claim and click VIEW CLAIM.
 2. Go to Step 2.C.
 - b. If the claim and claim number are still not found, verify the FEIN or SSN entered for the debtor, and re-enter the number and/or agency number if entered incorrectly.
NOTE: Research your records as necessary and resolve any errors before continuing.
 - C. Review the displayed information.
 1. If the claim is displayed,
 - a. Verify the claim information in the request is the same as the claim information displayed on the window.
 - b. Go to Step 3.
 2. If the claim is still not found, verify the claim number entered and re-enter the number, as necessary.
NOTE: Research your records as necessary and resolve any errors before continuing.
3. Verify that the claim meets the criteria to be reinstated.
 - Claim Year must be the current year
 - Partner Status must be "Active"
 - Claim Status must be "Deleted"
4. Reinstatement the claim.
 - A. Click "CLAIM: Reinstatement" from the Maintain Claims Information window.
NOTE: When a claim is reinstated the status is changed from "Deleted" to "Reinstated". The claim number does not change but the claim loses its current match priority and available funds will be applied as if this was a new claim.
 - B. Enter the new **Claim Amount** and correct any errors as necessary.
 - C. Click SAVE to reinstatement the claim.
5. Repeat Steps 1-4 to locate and reinstatement the next claim(s), as necessary.
6. Follow your agency's Policies and Procedures for documenting for future reference.

Published Date

12/10/2015