

# Verify the Information on Your Agency's Annual Participation Verification

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## Process

### [SET-OFF PROCESSING](#)

## Effective Date

08/16/2005

## Purpose

Each year, TAX e-mails the "Annual Participation Verification" to Set-off Agencies that are currently participating in the Set-off Program. This contains detailed information about your agency (i.e. name, address, phone number, point of contact, etc.). Your agency must verify the information and notify TAX of any changes. TAX will update your information as necessary and send you the "Acknowledgment Participation Verification" once your new information is processed. If a response is not received by October 15 of the current year, TAX will assume that the information is correct and will re-register your agency for the program based on the current information. The Special Notes and Procedure will assist you in the process of verifying your participation in the Set-off Program.

## Special Notes

- A **Set-off Agency** is an entity that participates in the Set-off Program by providing claims to TAX.
- The **Set-off Debt Coordinator** (SODC) is the person in a Set-off Agency who serves as the point of contact for the Set-off Program in general and the agency's claims in particular.

## Procedure

### Responsibility

Set-off Agency Representative

### Steps

1. Receive the Annual Participation Verification via EESMC attachment.
2. Review the information and identify any changes.
  - A. If there are no changes to be made, end this task as your agency will be automatically re-registered.
  - B. If changes are necessary,
    1. Print the Annual Participation Verification
    2. Mark through the incorrect information and write the correct information.
    3. Fax the corrected Annual Participation Verification to TAX's Set-off Unit.

## Published Date

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