#### CHAPTER: CERTIFY/CONTEST EXTERNAL OFFSET 6

The Set-Off process begins when you create a claim in IRMS against a debtor for money owed to your agency. Whenever the IRMS system discovers that a debtor overpaid taxes for a specific Tax Account Period (TAP), or there are funds available for the debtor from a lottery, Department of Accounts (DOA), or Decentralized Agency (DCA) payment, it will check to see if there is a claim against that debtor.

Once a match is established, you must notify the debtor of the match, and certify that the debtor has been notified. Claims may be certified online or through a batch process. The debtor can contest the debt if he or she disagrees that they owe the debt.



*Note*: If the certification does not occur within 10 calendar days, the match defaults and the money offered for that match is no longer available.

#### **Certify/Contest External Offset Window**

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File Help	•		
Certify-Contest External Offs	et		
External Offset Match Match ID:	nd		
External Offset Information Claim Number: Claim Name: Agency Name: Match Status: Initial	Match Date:	SSN/FEIN: Agency Number: Source Type:	
Contested Date:	Contested Date:	Certification Date: Save Close	
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The illustration below is the Certify/Contest External Offset window.

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# **Certify/Contest External Offset Fields**

The table below lists the fields on the Certify/Contest External Offset window and provides a brief description of each.

Field	Field Type	Description
Match ID	Required	A nine (9)-digit number that uniquely identifies the match.
Claim Number	System Generated	Automatically assigned by the system
Claim Name	System Generated	The same name as the Debtor identified by the SSN or FEIN
SSN/FEIN	System Generated	Either the SSN or the FEIN
Agency Name	System Generated	Name of the set-off Agency that owns the claim
Agency Number:	System Generated	The number of the set-off agency.
Match Status	System Generated	These include - Active, Certified, Contested
Match Date	System Generated	The date a match was made to the claim
Source Type	System Generated	The resource allocated to a claim (a Tax Overpayment, Lottery Payment, DOA Payment, or DCA Payment)
Initial Contested Date	System Generated	The date the claim was first contested
Contested Date:	Required	The date the Debtor notified the agency of the intent to contest. Required if the claim is contested.
Certification Date	Required	The date the agency notified the debtor of the match.

# **Certify/Contest an External Offset**

You access the Certify/Contest External Offset window from the IRMS Main window or from the External Offsets in Progress window.

To certify that a debtor has been notified of a match, the following steps are performed:

### Step 1: From the IRMS Main window, select <u>Tax Information: Setoffs: Certify/Contest</u> <u>External Offset</u>:

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	Accelerated Return		
	Local Uncollectible	280	
	Setoffs		1
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		DOA Payments Summary	
		Claim	
		Claims Summary	
		Certify/Contest External Offset	
		Finalize External Offset	
		External Offsets in Progress	
		Statistical Information	

The Certify/Contest External Offsets window opens.

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File 'Help '	
Certify-Contest External Offset	
External Offset Match	
Match ID: Find	
External Offset Information	
Claim Number:	.
Claim Name: SSN/FEIN:	
Agency Name: Agency Number:	
Match Status: Match Date: Source Type:	
Initial Certification Certification	
Date:	
Save	Close
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**Step 2:** Enter the **Match ID** number

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I	External Offset	t Match		
	Match ID: 432	2154321 Fi	nd	
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I	External Offse	t Information		
I	Claim Number:	001		
ł	Claim Name:	Jane Doe	\$\$N/FEIN: 111-22-3333	
I	Agency Name:	Henrico County	Agency 351087000 Number:	
I	Match Status:	Active	Match Date: 03/20/2004 Source Type:	
I	Initia Contestec		Contested Date:	
I	Date:	1	Contested Date: Date:	
			Save	•
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- Step 4: Enter in the Certification Date field the date you notified the debtor of the set-off match.
- Step 5: Click Save.

The window refreshes to display the Certification Date, and the Match Status field now displays "Certified."

To also add a contested date for this claim, the following steps are performed

- **Step 6:** Enter the contested date in the Contested Date field.
- Step 7: Click Save.

The screen refreshes with the Match field changed to "Contested", and the Contested Date displayed.

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	File ' Help	•	<u>*</u>	]
	Certify-Contest External Offset		1	
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	External Offset Match			
	Match ID: 432154321 Find			
	External Offset Information			
	Claim Number: 001			
	Claim Name: Jane Doe		\$\$N/FEIN: 111-22-3333	
	Agency Name: Henrico County		Agency 351087000	
	Match Status: Active	Match Date: 03/20/2004	Source Type:	
	Initial Contested		Certification Date:	
	Date:	Contested Date: 04/01/2004	Date:	
			Save Close	
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**Step 8:** Click **Close** to exit this window to refresh to a blank Certify/Contest External Offset window for entry of the next Match ID.



Step 9: Click Close to exit this window and return to the IRMS Main window.