

(866) 265-1668 | ncsetoff@ncsetoff.org |

NORTH CAROLINA LOCAL GOVERNMENT
**DEBT SETOFF
 CLEARINGHOUSE**

NC LEAGUE
 OF MUNICIPALITIES
 Good government. Great hometowns.

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2016 Annual Participation Form

- **ALLOWS FOR DEBT SUBMISSION FROM SEPTEMBER 1, 2015 - DECEMBER 31, 2016**
- **DO NOT SUBMIT A 2015 PARTICIPATION FORM AFTER SEPTEMBER 1, 2015, USE THE 2016 FORM**
- **ONLY ONE FORM NEEDED FOR A LOCAL GOVERNMENT ENTITY - COVERS ALL DEPARTMENTS**
- **THE COORDINATOR AND CONTACT CAN BE THE SAME PERSON**
- **REMEMBER TO CLICK "PRINT THIS FORM" BEFORE CLICKING THE "SUBMIT FORM" OPTION**
- **CLICK HERE TO ENTER UP TO 10 NAMES AND EMAIL ADDRESSES - IF ANY CHANGES**
- **CLICK HERE TO VIEW THE 2016 PARTICIPATION FORM INSTRUCTION GUIDE**

1) Date

2) Local Government Name

3) Type of Participant

City/Town/Village
 County
 Water & Sewer (162A Art. 1)
 Joint Regional Agency (160A Art. 20)
 Public Health Authority (130A - Art. 2, Part 1B)
 Metropolitan Sewerage District (162A Art. 5)
 Sanitary District (130A Art. 2, Part 2)
 Housing Authority (157)
 Reg. Solid Waste Auth. (153A Art. 22)

4) Coordinator Name

5) Coordinator Phone Number

6) Coordinator Email address

7) Coordinator Email address (re-enter for verification)

8) Coordinator Mailing Address

9) Contact Name

10) Contact Phone Number

11) Contact Email Address

12) Contact email address (re-enter for verification)

13) Name and/or Department for Debtors to be referred to when calling the Interactive Voice Response (IVR)

14) Telephone Number for Debtors to be referred to when calling the Interactive Voice Response (IVR)

15) Would you like different contacts and phone numbers for different departments/types of debt?

No - just 1 needed
 Yes- please contact Coordinator to discuss

16) Current Method for Transmitting Debts (if already participating) or Choice (if not yet participating)

- Already Set-up-No changes needed at this time
 Already Set-up-Have changes, please contact Coordinator
 Client Software: Encrypted Data and Encrypted File Transfer (No Cost)
 Secure Web Access: Encrypted File Transfers of ASCII/Excel Files (No Cost)
 Hardcopy Forms by Fax (No Cost-depending on number of debtors/debts)

17) Type of Debt(s) currently being submitted

- Taxes - Property
 Taxes - Vehicle
 Utilities
 EMS
 Health
 Alarms
 Animal violations
 Assessments
 Civil citations
 Code enforcement
 Demolitions
 Employees
 Environmental
 Fines (library/other)
 Housing
 Inspections
 Landfill
 Loans
 Maintenance (lawn,trees)
 Nuisance
 Ordinance violations
 Parking tickets
 Privilege license (debts prior to June 30, 2015)
 Recreation
 Returned checks
 Sewer tap
 Solid Waste
 Storage rental
 Storm water
 Traffic citations
 None (a new participant)

18) Type of Debt(s) not currently being submitted but planned for near future (optional)

- Taxes - Property
 Taxes - Vehicle
 Utilities
 EMS
 Health
 Alarms
 Animal violations
 Assessments
 Civil citations
 Code enforcement
 Demolitions
 Employees
 Environmental
 Fines (library/other)
 Housing
 Inspections
 Landfill
 Loans
 Maintenance (lawn,trees)
 Nuisance
 Ordinance violations
 Parking tickets
 Privilege license (debts prior to June 30, 2015)
 Recreation
 Returned checks
 Sewer tap
 Solid Waste
 Storage rental

- Storm water
 Traffic citations

19) Other types of debts not listed above

20) Name of Person completing this form

21) Title of Person completing this form

22) Email Address of person completing this form

23) Local Government Authorized Official Name

24) Local Government Authorized Official Signature (fill-in once printed)

25) Date of Local Government Authorized Official signature

The above authorized official attests that our local government agency will follow the written notice and hearing requirements pursuant to GS 105A and the Memorandum of Understanding, prior to submitting any debts to the NC Local Government Debt Setoff Clearinghouse.

By signing #24, the local government official is attesting that he/she understands the requirements of both the General Statutes and the Memorandum of Understanding. The Memorandum of Understanding has already been signed and submitted for participating members. The General Statutes are referenced on the Information webpage and the Memorandum of Understanding on the Information/Forms webpage. Included among the requirements in the General Statutes and the Memorandum of Understanding are the following matters to which we call your particular attention:

1. Due process notification letters are required. Complete information about these letters may be found on the Information/Forms webpage under "Sample Notification – Appeals – Tracking" and examples are provided. As reminders, the letters:
 - a. must be a separate letter (cannot be part of a standard bill/invoice)
 - b. on local government's letterhead, not a third-party vendor's
 - c. contact information must be local government's, not a third-party vendor's
 - d. reference the General Statutes and Clearinghouse fee
 - e. provide details regarding the debt: total amount due and may accrue additional interest, if applicable
 - f. sent to last known address (even if certain it will be returned)
 - g. mailed at least 30 days before debt is sent to the Clearinghouse, unless Compliance Date on debt is 30 or more days from date letter was mailed
2. Refund Requests from the Department of Revenue (through the NCACC or NCLM) are not optional or for consideration and must be processed expeditiously and according to instructions provided by NCACC or NCLM.
3. You must ensure security procedures are in force:
 - a. up-to-date virus protection, malware, etc. for servers and workstations
 - b. files with entire nine digit Social Security Numbers must be protected
 - c. passwords will be controlled and changed due to staff changes
 - d. Excel files submitted to the secure folder must have an encrypted password, to be provided by the Clearinghouse (effective December 15, 2015)
 - e. Excel files can no longer be submitted to the secure folder, even if with an encrypted password (effective December 15, 2016)
 - f. be advised that the Clearinghouse provides security options:
 - i. free client software that encrypts social security number, userids and passwords
 - ii. free data entry options that accept secure fax forms with debtor information so local governments do not have to maintain electronic versions of Social Security Numbers/Individual Tax Identification Numbers

Instructions for Completion and Submission:**1) Complete items 1 - 25 above****2) Authorized Official and Local Government Manager/Administrator must sign #24****3) Click "Print This Form" BEFORE clicking Submit Form - otherwise, all entry is unsaved and must be re-entered!****4) Click "Submit Form"**

5) A signed original MUST be mailed (not faxed) to the organization you are associated with: NC League of Municipalities or NC Association of Counties

[Print This Form](#)

[Submit Form](#)

Cities and Towns
Municipal Housing Authorities

Counties
Agencies: (Water and Sewer Authorities; Sanitary Districts; Metropolitan Sewerage Districts; Public Health Authorities; Joint Regional Agencies; Joint Regional Housing Authorities; Regional Solid Waste Management Authorities)

North Carolina League of Municipalities
Attn: Wanda Veasey
308 West Jones
Raleigh, NC 27603

North Carolina Association of Counties
Attn: Matt Gunnet
215 N. Dawson Street
Raleigh, NC 27603

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