



# NORTH CAROLINA LOCAL GOVERNMENT DEBT SETOFF CLEARINGHOUSE



- Home
- Information ▾
- Statistics
- Participants
- Contact Us

## 2017 Annual Participation Form

- **ALLOWS FOR DEBT SUBMISSION FROM SEPTEMBER 1, 2016 - DECEMBER 31, 2017**
- **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 2017 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) Hearing Officer and Title/Position

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

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

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

- No - just 1 needed
- Yes- please contact Coordinator to discuss
- Already Set-up-No changes needed at this time
- Already Set-up-Have changes, please contact Coordinator

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

- Client Software: Encrypted Data and Encrypted File Transfer (No Cost)
- Secure Web Access: Encrypted File Transfers: ASCII ONLY (No Cost)
- Hardcopy Forms by Fax (No Cost-depending on number of debtors/debts)

18) 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 6/30/2015)
- Recreation
- Returned checks
- Sewer tap
- Solid Waste
- Storage rental
- Storm water
- Traffic citations
- None (a new participant)

19) 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 6/30/2015)
- Recreation
- Returned checks
- Sewer tap
- Solid Waste
- Storage rental
- Storm water

20) Other types of debts not listed above

21) Name of Person completing this form

22) Title of Person completing this form

23) Email Address of person completing this form

24) Local Government Authorized Official Name

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

26) 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 N.C. Local Government Debt Setoff Clearinghouse.

Instructions for Completion and Submission:

- a) Complete items 1 - 26 above
- b) Click "Print this Form"**
- c) Click "Submit Form"
- d) Authorized Official and Local Government Manager/Administrator must sign #25
- e) A signed original MUST be mailed (not faxed) to ONE of the following below:

Remember to click "Print This Page" BEFORE clicking "Submit Form". Once "Submit Form" is clicked all the above entries are cleared!

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