

**North Carolina Local Government Debt Setoff Clearinghouse  
Hardcopy Data Entry Submission Form - Instruction Guide for Tax Debts**

1. Local Government Name
  - a. County, County Agency, Municipality or Housing Authority
  - b. Must have completed the current Year Participation Form
2. Agency Code:
  - a. Assigned code by the N.C. Local Government Debt Setoff Clearinghouse
3. Notification Letters Needed: YES or NO
  - a. If YES – call (866) 265-1668 and provide the following information:
    - i. Contact person and Phone Number for Questions
    - ii. Address to send official request for a Hearing
    - iii. Name and title of the Official listed on the form
    - iv. Letterhead information (top and left margins)
4. Social Security Number (SSN) or Individual Tax Identification Number (ITIN)
  - a. Can be left blank for letters but will not be submitted to the Department of Revenue or Education Lottery
    - i. Clearinghouse has no method for obtaining SSNs, local government must obtain
  - b. Cannot be a Business Number, only a nine digit SSN or ITIN
5. Last Name
  - a. Cannot be blank
  - b. Can contain suffix: Sr, Jr, III, IV, etc.
  - c. Cannot contain: Estate of OR C/O
6. First Name
  - a. Cannot be blank, must at least have first initial
  - b. Should not contain both husband and wife's names, use the one associated with the SSN
7. Middle Initial
  - a. Optional, but provide if available
8. Street Address, City, State and Zip
  - a. Cannot be blank, use last known address, even if know it will be returned
  - b. Can be to an out of state address, however can only collect if receives a N.C. state tax refund or Education Lottery win of \$600 or more

Enter up to 10 Years of Taxes: put oldest first as that is the order they will be setoff

9. Debt Amount
  - a. Must be more than \$50 in order to be submitted to the Department of Revenue or Education Lottery
  - b. Can still send a letter if less than \$50, although letter states debt must be \$50 or more
  - c. Debts over \$50 should stand alone
  - d. Debts below \$50 can be combined with another tax debt over \$50 or multiple tax debts below \$50 can be combined to reach the \$50 minimum
10. Account Number
  - a. Optional if Clearinghouse is not generating letters

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- b. If no account number, the type of debt should be used: i.e.: UTL, PARKING, etc. and will be printed on the letters generated by the Clearinghouse

11. Compliance Date

- a. Must be at least 30 days after the required notification letter is mailed
- b. Can be a date in the future, we hold like a post-dated check until the date passes before it is sent to the N.C. Department of Revenue

12. Expiration Date

- a. Date the local government requests that the debt no longer be submitted for collection
- b. May not be subject to an expiration date, please review statute laws available on website in past newsletters

13. Base Amount:

- a. Original Delinquent Debt that is used to calculate monthly interest

14. Base Interest:

- a. Total of any fees, penalties, interest already accumulated at the time of submission

The total of Base Amount + Base Interest should equal the Debt Amount. However, it does not have to equal, especially if part of the debt has been paid. So the Base Amount could be the largest of the three in that scenario. The Base Amount will normally never change regardless of the current debt amount.