

## AIC TRECS Debt Setoff Clearinghouse Submission Debt File Layout

This layout details the required format for all files to be submitted to the TRECS debt setoff clearinghouse. As a reminder, debts must be at least \$25 (lesser debts can be combined to meet the minimum but debts \$25 and greater are to be submitted individually. Any debt owed to a local government is eligible, excluding those in litigation, under garnishment, under bankruptcy, and any settlements.

The following column names as indicated in "Data" should be used in all files submitted to the clearinghouse, including those cells with null data. The type of file submission may be pipe delimited or Excel, ver. 2010 or later. See notes for more detail.

#	Data	Max Length	Required Field	Comments
1	Full Primary Owners Name	350	C	Conditional Field. If Primary Last Name and Primary First name fields are provided this field can be left blank. unable to parse names as First name ,last name etc. Provide the deeded name in this field. Variations to the names can be : <i>Husband and wife names on property : DENNIS , SPARROW H &amp; SAMNTHA</i> <i>2 different names on one property : GOYINS, KENNETH W &amp; HORNICK, JAMES K</i> <i>Single name on property : CHASTAIN, JANICE S</i> <i>Single name on property : CAMPOS, MARIO</i>
2	Primary First Name	50	C	Conditional Field. If Full Primary Owners Name is provided this field can be left blank. Field is At least 2 Characters. Only Individual names should be in the record. <b>Business names are not accepted.</b>
3	Primary Middle Name or Initial	50	O	Optional field. Provide if present else blank
4	Primary Last Name	50	C	Conditional Field. If Full Primary Owners Name is provided this field can be left blank. At least 2 characters. Only Individual names should be in the record. <b>Business names are not accepted.</b>
5	Primary Name Suffix	10	O	Optional Alpha. Provide if present else blank
6	AddressLine1	100	R	Required Field
7	AddressLine2	100	O	Optional Field. Address line 2
8	City	20	R	Required Field
9	State	2	R	Required Field. US State Abbreviation
10	Zip Code	9	R	Required Field. Without hyphen or dash
11	Debt Amount	11	R	Required Field. Numeric, 0-9 without commas. 2 decimal places will be accepted. E.g. <b>2137.45 Or 367889.98</b>

<b>12</b>	Agency Code	10	R	Required Field. Unique Alpha numeric code assigned to each Agency/ County. State-assigned code.
<b>13</b>	Debt Expiration Date	6	O	Optional Field. YYYYMM Month debt is no longer valid for submission to the Department of Revenue. This debt will remain in the Clearinghouse database until the agency changes it to \$0.00. Any debt that has an expiration date that has passed then it no longer is submitted for collection. The date cannot be in past. Used for records that will become uncollectible after certain date.
<b>14</b>	Debt Compliance Date	8	O	Optional Field. YYYYMMDD Date that the Agency determines by which all notices have been served and therefore the record can be used for submission to DOR Clearinghouse. <i>This is optional field. If not present the record will be ready to be included in the IDOR file immediately.</i>
<b>15</b>	Debt Unique Key	20	R	Required Field. This field should be uniquely identifying the debt record for the agency. It should be alphanumeric. When the record is sent again in subsequent files this key should not change for a given record.
<b>16</b>	Debt Type Key	5	O	Optional Field. Debt Types matrix assigned by Nacho.
<b>17</b>	Record date	8	O	Optional Field. YYYYMMDD. Date of record creation (current date)
<b>18</b>	SSN	9	O	Optional Field. Should be supplied without any dashes; SSN cannot begin with "000" or "999", cannot be less than 5 digits.
<b>19</b>	Debt Account Number	25	O	Optional Field. Field will be returned back to agency. Can be used by Agency billing system to track account numbers for a particular debt
<b>20</b>	Source Code	20	O	Optional Field. Agency source if any. (TAX, EMS, MH etc.)
<b>21</b>	Secondary First Name	50	O	Optional Field. Secondary First Name if exists .At least 2 Characters

<b>22</b>	Secondary Middle Initial	50	0	Optional Field. Secondary Last Name if exists .At least 1 Character
<b>23</b>	Secondary Last Name	50	0	Optional Field. Secondary Last Name if exists .At least 2 Characters
<b>24</b>	Email	50	0	Optional Field. email Id of debtor if available. Incorrect format will be ignored.
<b>25</b>	Phone number1	12	0	Optional Field. Phone number formatted as (xxx-xxx-xxxx). Any other format will be ignored
<b>26</b>	Date of Birth	8	0	Optional Field. Date of Birth, YYYYMMDD

**File format info: 2 options for submission**

**PIPE delimited ASCII file( .TXT)**

**PIPE DELIMITED Sample Record**

Dennis|M|ELLIS|2775 Meridian Pkwy||Durham|NC|277137805|00003569875|MC0110|201706|20170801|D1001|20170914|TAX||TAX-236985||MARIA||ELLIS|||

**Excel spreadsheet( .xlsx); Version 2010 or later**

Structure of excel file should be as per the Excel template provided.

**File Name:**

**File names sent by each agency should be unique for the agency .**

A date/time stamp with file name is preferred in a file name . E.g. MARION\_201709300922435

**Valid Debt type Keys for Field#16**

Debt Type	character Debt Type Key
Animal Violations	ANIMA
Assessments	ASSES
Cemetery	CEMET
Daycare	DAYCA
Demolitions	DEMOL
Dental	DENTA
Employees	EMPLO
Environmental Health	ENVIR
False Alarms	FALSE
Fines (library, other)	FINES

EMS	EMSAM
Health	HEALT
Hydrant Usage	HYDRA
Insurance Premiums	INSUR
Judgements	JUDGE
Maintenance (lawns/trees)	MAINT
Nuisance	NUISA
Ordinance Violations	ORDIN
Parking Tickets	PARKI
Property Damages	PROPE
Property Tax Real	TAXRE
Property Tax Mobile Home	TAXMH
Property Tax Agriculture	TAXAG
Property Tax Other	TAXOT
Property Tax Personal	TAXPP
Privilege License	PRIVI
Recreation	RECRE
Rental/Lease Agreements	RENTA
Returned Checks	RETCH
Room Occupancy	ROOMO
Sewer Tap	SEWER
Solid Waste	SOLID
Storm Water	STORM
Utilities	UTILI
Other	OTHER