



### AIC Debt Clearinghouse Submission Debt file Format

#	Data	Max Length	Required Field	Comments
1	Primary First Name	50	R	Required Field. At least 2 Characters. Only Individual names should be in the record. Business names are not accepted.
2	Primary Middle Name or Initial	50	O	Optional field. Provide if present else blank
3	Primary Last Name	50	R	Required Field. At least 2 Characters. Only Individual names should be in the record. Business names are not accepted.
4	Primary Name Suffix	10	O	Optional Alpha. Provide if present else blank
5	Address1	100	R	Required Field
6	Address2	100	O	Optional Field. Address line 2
7	City	20	R	Required Field
8	State	2	R	Required Field, US State Abbreviation
9	Zip Code	9	R	Required Field. Without hyphen or dash
10	Debt Amount	11	R	Required Field. Numeric, 0-9 without commas / decimal points should be supplied. Last 2 digits will be taken as decimal part of the amount. Ex. \$1,234.56 would be submitted as 00000123456.
11	Agency Code	8	R	Required Field. Unique Alpha numeric code assigned to each Agency/ County. This will be assigned by NACo FSC.
12	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 YYYYMM Month debt is no longer valid for submission to the Department of Revenue.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.
13	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. The date can be in future allowing you time to notify debtors and furnish Required Field notices/letters intent to submit the debt to DOR clearinghouse. This date is used to indicate the date on which NACo should be able to include any debt record sent by county for IDOR debt file. As an example: Suppose county intends on sending a notification letter to debtor by December 1st 2016. Giving debtor 30 days (or any number of days as per statute) to pay, the record can have a Debt Compliance Date of January 1, 2017. NACo process will only send this record to IDOR after January 1st (if it is not paid by Debtor). If on the day of file generation, letter is already sent to debtor and adequate number of days have elapsed to be qualified for the Debt set off, this date can be current date. <i>This is optional field. If not provided the record will be created, but included in the IDOR file.</i>
14	Debt Unique Key	18	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.
15	Debt Type	5	O	Optional Field. Debt Types as assigned by NACo.
16	Record_date	8	O	Optional Field. YYYYMMDD. Date of record creation (current date)
17	SSN	9	O	Optional Field. Should be supplied without any dashes, SSN cannot begin with "000" or "999", cannot be less than 5 digits.
18	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
19	SourceCode	20	O	Optional Field. Agency source if any. (TAX, EMS, MH etc.)
20	Secondary First Name	50	O	Optional Field. Secondary First Name if exists. At least 2 Characters
21	Secondary Middle Initial	50	O	Optional Field. Secondary Last Name if exists. At least 1 Character
22	Secondary Last Name	50	O	Optional Field. Secondary Last Name if exists. At least 2 Characters
23	Email	50	O	Optional Field. email Id of debtor if available. Incorrect format will be ignored.
24	Phone number1	12	O	Optional Field. Phone number formatted as (xxx-xxx-xxxx). Any other format will be ignored
25	Date of Birth	8	O	Optional Field. Date of Birth, YYYYMMDD

**File format info:**

The file should PIPE delimited ASCII file (.TXT)

**PIPE DELIMITED Sample Record**

Dennis|M|ELLIS|2775 Meridian Pkwy|Durham|NC|277137805|00003569875|MC0110|201706|20170801|D100|20170914|TAX|TAX-236985|MARIA|ELLIS|||

**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