



## AIC TRECs Debt Setoff Clearinghouse Requirements Checklist

1. Execute the documentation requirements:
  - Memorandum of Understanding: The MoU between participating units of local government and the AIC clearinghouse is an agreement attesting the unit of local government's desire and intention to participate in the TRECs program. A copy can be found
  - Registration/Participation form: The registration/participation form provides the clearinghouse with local government contact information for debtor questions and program coordination.
2. Determine the method for submitting debts
  - Debt records will need to be submitted in the appropriate file layout with two options available:
    - i. ASCII with each column-delimited by pipe(|). The file extension should be .TXT. Property tax software vendors may have an export for you to create.
    - ii. Excel (version 2010 or later). The file extension should be .xlsx. Contact Jacque Clements at [jclements@indianacounties.org](mailto:jclements@indianacounties.org) for a sample excel template.

Please see the file layout requirements on the AIC website.

3. Assemble the debt information to submit to the clearinghouse
  - Any debt over \$25 is eligible excluding those under bankruptcies, settlements, litigations, or garnishments
  - Only debts to individuals and not corporations, businesses, partnerships, etc.
  - Last Name, First Name, and Middle Initial or suffix if available or a combined field that the clearinghouse will parse on behalf of the local government
  - Debtor's last known address
  - Multiple debts for the same debtor are submitted individually if at least \$25 or more
  - Multiple debts less than \$25 for the same debtor can be combined to meet the \$25 minimum or added to any single debt more than \$25

This information will be used by the clearinghouse to verify the debtor, parse combined names, flag any debtors who are deceased, and locate debtors' social security numbers. Parsed names and SSN will be used by the Indiana Department of Revenue to match debtors against income tax refunds.

4. Register for your credential on the TRECS secure file upload site. At the time of registration you will receive your Agency Code that will need input into your debtor file.
5. Register with TrustINdiana if not a member;
  - TrustINdiana will be used as the disbursement mechanism to return successful setoffs to counties so a participating agency must be a member of TrustINdiana: <https://www.trustindiana.in.gov/>
  - TrustINdiana allows local units of government (e.g., counties, municipalities, school corporations, townships, and other units of local government) as well as the State of Indiana to invest in a common pool of investment assets that preserves the principal of the public's funds, remains highly-liquid, and maximizes the return on the investment. You do not have to invest to be a participant in the TRECS Debt Setoff Program.
  - Once a debtor's refunds have been successfully setoff, the Indiana Department of Revenue will disperse through AIC a lump sum of funds to the Trust. The Trust will then deposit the funds into

the claimant unit of local government's TrustINDiana account under the direction of the AIC TRECS clearinghouse.

6. Submit debts to the clearinghouse via the secure login and upload clearinghouse process; link is provided on the AIC website
  - Debts submitted by the first week in January will benefit from the earliest refund match opportunities in the most recent tax year, but files can be submitted at any time thereafter.
  - Subsequent files to refresh the initial debt files as needed may be submitted to reflect any debtor payments. We require regular file refreshes to keep the most up to date records at the IDoR. At a minimum, a weekly refresh is recommended. The clearinghouse sends an updated file daily.
  - Each subsequent file will rewrite in its entirety the earlier file submitted so all existing debt records must be included with each refresh. You can add debt records but you **cannot** remove debt records from the file.
7. Finalize debt amounts upon notification from the clearinghouse of successful matches and resolve any debtor protest as needed.
8. IDoR will notify the clearinghouse of successful matches every Thursday and the participating claimant agency will send a notice to the debtor within 15 days of IDoR report. The debtor notice and any contestations arising therefrom should adhere to statutes. A sample letter can be found on the AIC TRECS clearinghouse webpage.
  - i. Statutorily, a debtor may protest a proposed tax refund set off by submitting a written objection to the unit of local government not later than thirty (30) days after the notice. Sample debtor appeal and finding of facts forms can be found on the AIC TRECS clearinghouse webpage.