NEW REVENUE AT A SMALL COST



Does your municipality have delinquent Accounts Receivables?

Have you attempted to collect repeatedly without success?

The State of Kansas has a program available to help!

Accounts Receivable Setoff Program
Kansas Department of Administration

Intercepts State Payments and applies towards State and Municipal debts.

School Districts Participating in the Setoff Program

- 49 school districts currently participate in Setoff in
- \$208,000 collected for school districts by Setoff in FY11 (for 19 USDs)
- \$231,304 collected to date for school districts in FY12 (for 24 USDs)
- \$182,000 collected for one school district in FY11
- \$172,247 collected to date for one district in FY12





Facts about the Setoff Program

- Governed by K.S.A. 75-6201 et. seq.
- Types of Payments Intercepted Income Taxes, State Payroll, KPERS Withdrawal of Contributions, Lottery and other Miscellaneous State Payments, Unclaimed Property
- Types of Debts Utilities, Taxes, Fines, Medical Services, Ambulance Services, etc.
- Valid Debt \$25 or more owed to a Municipality with 3 attempts to collect
- Information Needed Tax Identification Number (TIN SSN/EIN) of debtor
- Collection Fees 18.4% debts submitted with TIN or 23.4% debts that need to be researched – no TIN provided, incorrect TIN, name misspelled, etc. Fees only apply to collections.

Could your district benefit? Give it a try!

Phone: Doug Craig, 785-296-2474

Linda Maike, 785-296-4234

Address: Accounts Receivable Setoff Program

P.O. Box 2713

Topeka, KS 66612-1248

E-mail: KSSetoff@da.ks.gov

Fax: 785-296-1477

Website: http://www.da.ks.gov/ar/setoff/ Website has Municipal Agreement Form



Kansas Debt Recovery System

Web based - Must have internet access

- · Greater control of your accounts
- More secure than emails
- Track setoff transactions
- Query capabilities



How to Participate in Setoff Program and Sign-ons to KDRS

- Must be a municipality as defined by K.S.A. 75-1117 (Schools are eligible)
- Must have a Municipal Agreement with Setoff Program
 http://www.da.ks.gov/ar/setoff/municipal.htm
- Setoff Program will assign your agency a creditor agency number
- Recommend your agency have a business email address for Setoff Program correspondence
- After your agency is set up in KDRS, you must have a sign-on to process entries in KDRS.
 Contact Mike Landman at 785-296-2415 or Michael.landman@da.ks.gov for assistance with sign-ons. Your agency may have multiple users with their own sign-on
- Debts must have a taxpayer identification number (TIN) to match to a payment. The TIN can be an Employer Identification Number (EIN) or a Social Security Number (SSN). 5% additional research fee for poor or missing information. Debt submittal form, instructions, on Setoff website at http://www.da.ks.gov/ar/forms/da056.xls

User Manuals are available on the KDRS Home Page under the heading **User Manuals and FAQ's**. If you have difficulties opening the User Manuals, you may need to update your Adobe reader. Contact your technical support person and have them assist you in downloading a free updated version of Adobe.

- Master Listing of Debts how to create a list of debts your agency has submitted to KDRS
- Manual Certification of Debts how to individually enter new debts into KDRS using a template
- Debt Submission Spreadsheet and DA-56 Spreadsheet Pasting how to batch enter new debts into KDRS
- Posting a Debt Adjustment how to post an adjustment to existing debts
- Much, much more

Review Creditor Agency Details

Make sure your agency is receiving the information KDRS sends to your agency.

Home Page / Creditor Agencies / Search for Creditor Agencies / Search Agencies /

 Mouse click anywhere on the record. Review information very carefully – test email address by clicking on address and send a test email to yourself.