

Creditor Agency Profile Input Form

The instructions below apply to the Creditor Agency Profile Input Form, which follows.

Note: If more than one Creditor Agency Site is participating in TOP, duplicate this form and complete one per Agency Site.

SECTION A

1. Indicate if this profile is for the Parent or Agency Site.
2. Indicate if this is a New Profile or Update of an Existing Profile.
3. Provide Creditor Agency Name.
4. Provide address, city, state and zip code for Creditor Agency.
5. Provide the agency location code for the Creditor Agency.

SECTION B

1. Provide the name, telephone number, and facsimile number of the person for FMS to contact for information regarding the Treasury Offset Program.
2. Indicate if the Creditor Agency is allowed to reduce the debt balances to zero.
3. Indicate if the Creditor Agency will pay levy/offset fees to FMS or if the Creditor Agency will pass these fees to its debtors. For IRS Tax Levy, levy fees are required by law to be paid by the Creditor Agency.
4. The Debt Match Bypass Indicator designates which payments are not eligible for levy or offset against all debts for that Agency. For IRS Tax Levy, a Debt Match Bypass Indicator for Tax Refund payments will be set at the Agency and Agency Site levels. The Debt Load Bypass Indicator designates which Payment Sources to bypass; i.e., which debt bypass indicators to set (up to ten), for each debt that is added for the Creditor Agency. It is the equivalent of the Creditor Agency submitting a Record Type 6 to avoid one or more Payment Source codes.
5. Provide the Debt Type that the Creditor Agency is referring to TOP for collection by offset/levy. The Creditor Agency must ensure that the debt types provided are consistent with TOP approved debt types. The Expiration Period is determined based on the Creditor Agency's statutes, regulations, and policies. Federal debts generally cannot be collected by administrative offset after ten years; however, there is no statute of limitation on IRS Tax Levy debts.

SECTION C – Information is used on “Notification of Offset or Levy” Letters

1. Provide the name, telephone number, and facsimile number of the person whom debtors should contact (Debtor Contact).
2. Provide the telephone number for debtors to use when calling the Agency Debtor Contact from within the same state as this Agency Site location.
3. Provide the telephone number for debtors to use when calling the Agency Debtor Contact from outside the same state as this Agency Site location.



Agency Profile Input Form

Section A – Agency Information

To be completed by all agencies.

1. Check One: Parent Site Agency Site 2. Check One: New Profile Update Existing Profile

3. Agency Name: _____ Date of Request: _____

4a. Street Address: _____

4b. City: _____ 4c. State: _____ 4d. Zip Code: _____

5. Agency Location Code: _____

Section B – Profile Information

To be completed by all agencies.

1a. Creditor Agency Contact: _____

1b. Phone: () - 1c. Fax: () -

2. Agency to reduce debt balances to zero: Yes No

3. Levy/Offset fees to be paid by: Creditor Agency Debtors

4. Indicate below the payment types (Debt Match Bypass Indicators) against which **debts should never be offset**.

Indicate below the payment types (Debt Load Bypass Indicators) against which **debts will not be offset** until a Record Type 6 is submitted.

5. Debt Type Begin Date Expiration Period

Section C – Contact Information

To be completed by all agencies.

1a. Debtor Contact: _____

1b. Phone: () - 1c. Fax: () -

2. In-State Debtor Contact Phone: () -
Check if Phone is Toll Free

3. Out-of-State Debtor Contact Phone: () -
Check if Phone is Toll Free

For FMS Use Only

Date Received: _____ Agency ID: _____

Date Entered: _____ Site ID: _____

Initials: _____