

Agency Setoff

Refund Transaction Recalls

Recall Reasons-Confidential

- Taxpayer Error
- Fraudulent Return
- Department Error
- Internal Scanning Error
- Refund Prorate for Spouse

Correcting Entry

- DOR posts file maintenance transaction to adjust debt balance
 - DOR Submits Tran Type 02
 - Transaction description – DOR ADJ
 - Preserves debt priority
 - Agencies should NOT submit their own file maintenance
 - Exceptions-IRS and certain state agencies such as DCF,DWD,UI

Fax Transmittal

- Fax Cover Sheet
- Setoff Agency Reversal Request Form
 - DOR contact information
 - Mailing Instructions
 - Agency id and Customer id
 - Debt number and date posted
 - Posted dollar amount and correct dollar amount
 - Dollar amount being recalled

Reversal Form

| Setoff Agency Reversal Request: | | | | |
|---|-------------|---------------|----------------|---------------|
| <i>Instructions:</i> | | | | |
| -DOR will complete file maintenance to the account(s). | | | | |
| -DOR is recalling funds sent to your Agency in error. | | | | |
| -Please submit the balance noted below for debt(s) listed. Thank you! | | | | |
| -SUBMIT PAYMENT TO: | | | | |
| WI DEPT OF REVENUE | | | | |
| ATTN: AGENCY SETOFF UNIT | | | | |
| PO BOX 8901 | | | | |
| MADISON WI 53708 | | | | |
| AGENCY # | | | | |
| Customer # | | | | |
| DEBT # | Date posted | Amount posted | Correct amount | SUBMIT TO DOR |
| | | \$0.00 | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 | \$0.00 |
| PAGE TOTAL TO SUBMIT TO DOR: | | | | \$0.00 |
| DOR Staff | Faxed on: | | Faxed by: | |

Submit Payment

- All recalled payments should be sent to DOR within 1-2 weeks-except IRS, DCF and certain other state agencies due to check writing schedules
- Submit payment to address listed on Setoff Agency Reversal Request form
- Amount to be remitted to DOR is the total in the 'Submit to DOR' box on the Setoff Agency Reversal Request form