



Agency Collections Setoff – Accounting Transfer People Soft

Please complete the form below to receive funds through PeopleSoft/STAR from the Agency Setoff Program.

- Funds will be sent via a GL transaction in PeopleSoft to all state agencies.
- This form must be on file with Wisconsin Department of Revenue (WI DOR) in order to receive intercept funds.
- Please email (DORAgencyCollections@wisconsin.gov) or fax (608) 261-6226 these forms.
- Each agency ID must have one form.

(Check both, if they apply.)

TRIP SDC

Indicate if this is a new agency or an existing agency by checking the appropriate box:

New Agency Change(s) for Existing Agency
Enter ID _____

Send to:

Wisconsin Department of Revenue
Compliance Bureau
PO Box 8910
Madison WI 53708-8910

Agency Name						
Third Party Collection Agency, if used. If not used write "NA"						
Fund (5-digits)	Business Unit (5-digits)	Department (10-digits)		Appropriation (5-digits)	Account Code (7-digits)	
Program Code (5-digits)	Operating Unit (8-digits)	Product (6-digits)	PC BU (5-digits)	Project ID / Grant (15-digits)		
ACTIVITY (15 Digits) must be entered as ALL CAPS into People Soft/STAR			Source Type (5-digits)	Category (5-digits)	Subcategory (5-digits)	Analysis Type (3-digits)

Note: If entry in PC BU field, complete all highlighted fields.

Department of Revenue Use Only

Agency ID Number assigned: _____

Accounting information updated: _____