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## Agency Setoff System Replacement

System design requirements - The Agency Setoff team is currently wrapping up system requirements meetings for building the functionality of the Agency Setoff system into DOR's integrated processing system. Moving to this system will make the interception process more flexible from start to finish.

DOR will implement the changes on October 4, 2010. This timing will allow both agencies and DOR staff to familiarize themselves with the changes before the new tax year processing season begins.

### Conversion

One of the biggest issues that the team has encountered is how to convert debtors from the current Agency Setoff system to the new processing system. Below are our guidelines for what will be converted and what will not be converted:

- ✓ Debts with a balance greater than \$10.00 will be converted. Debts with a zero balance or a balance less than \$10.00 will not be converted. DOR will start a clean up effort to delete debts with a zero balance during the summer.
- ✓ Debtors that have an invalid Social Security Number (SSN) according to the Social Security Administration rules will not be converted.
- ✓ Debtors that have an SSN mismatch with our income system will not be converted. If an agency submitted a debtor with an incorrect SSN at a time where the SSN was not in use by an Income Tax filer, DOR would have accepted the debt. As these debtors are located during conversion, DOR will return the debtor as a Name/ID mismatch after certification.

### File Layouts

DOR is developing a new file layout to interact with new business rules in the Agency Setoff processing system. This file layout will be available to agencies soon.

While the new file layout will be available for agencies to transition to over time, the Expanded layout, State Agency Mainframe layouts, and the CCAP layout will continue to be supported in the new system.

Agencies using the Current file layout will need to make a transition to one of the supported layouts before September 4, 2010. If you have any questions about the layout you are using, refer to the TRIP Full Access manual for more details [www.revenue.wi.gov/ise/trip/full17.pdf](http://www.revenue.wi.gov/ise/trip/full17.pdf) or contact Matt at [TRIP@revenue.wi.gov](mailto:TRIP@revenue.wi.gov) or (608) 266-8517.

### Agency Reimbursement

One of the core requirements of the new Agency Setoff system will be to initiate the agency reimbursement payments electronically rather than by paper check. State Agencies who use the state central bank account will receive their payment through the state accounting system (WISMART). All others will receive an electronic payment directly to their bank account. Benefits to receiving an automated payment include:

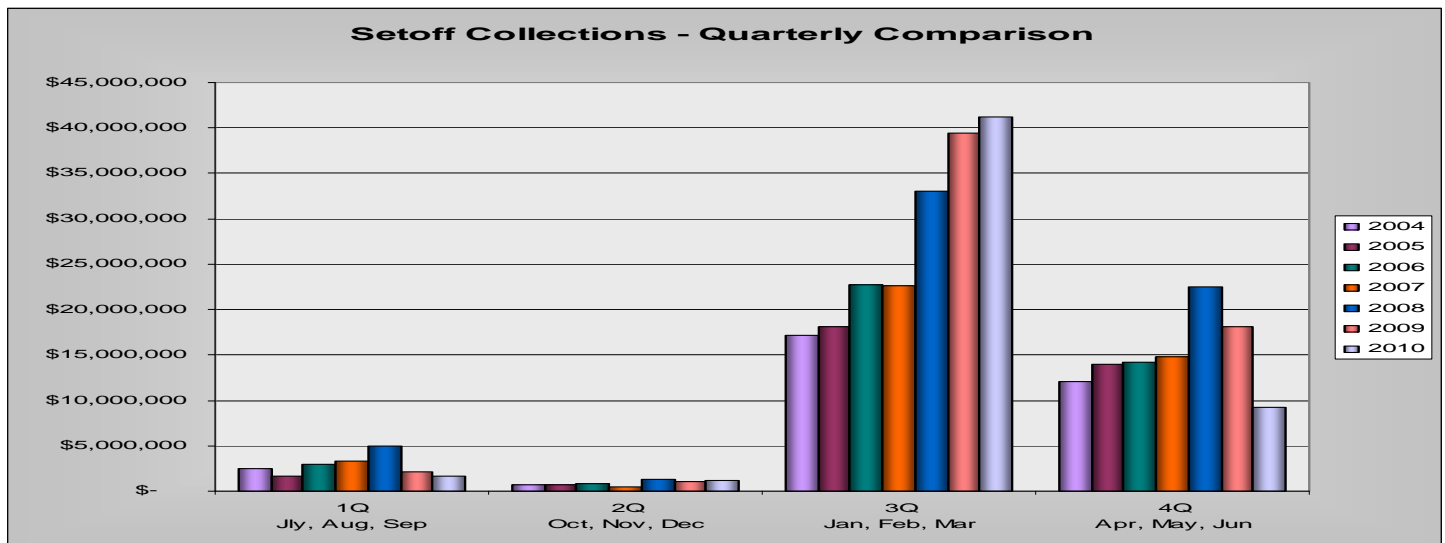
- Electronic Funds Transfer (EFT) saves time and money

- Eliminates the risk of payments being delayed or lost in the mail.
- Funds are deposited to your bank account sooner. After an electronic payment is initiated, it takes 3 days to be deposited to your account. A paper check takes 7-10 days to be delivered to an agency.

Staff is currently working to gather either the revenue accounting string for WISMART postings or bank account information. Since this information is considered confidential you will be asked to complete a request form and return the information by mail.

**NOTE:** DOR is not authorized to pull money from an agency bank account. The electronic transaction is meant to replace the paper check that DOR currently sends. If an interception is made in error, and the agency needs to reimburse DOR for a setoff, DOR will contact the agency to make arrangements for repayment.

## Setoff Historical Collections



## DOR Furlough Plan to Close Offices

State employees are required to take 8 furlough days per year for the next two years to address state budget issues. The furloughs will be implemented through DOR by setting four days each year where all the department offices will be closed. The dates DOR will be closed are:

### Fiscal Year 2010

- October 12, 2009
- November 27, 2009
- February 15, 2010
- May 28, 2010

### Fiscal Year 2011

- October 11, 2010
- November 26, 2010
- February 21, 2011
- May 27, 2011

The remaining 4 days each year will be taken by each DOR employee as flexible days off.

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[www.revenue.wi.gov/ise/trip/index.html](http://www.revenue.wi.gov/ise/trip/index.html)

## Contact Information

Please feel free to contact us with any questions or concerns.

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