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Agency Setoff System Replacement – Implementation date is October 4, 2010

Electronic Payments – Have you submitted your forms to tell us how to electronically deposit setoff funds? Starting October 4th all distribution payments will be processed by electronic funds transfer. Transfer options include an ACH transfer to a bank account or a transfer to state agency WISMART accounts. TRIP will no longer issue paper checks after October 4th. Contact Matt Yeakey at **trip@revenue.wi.gov** for more information.

Agency Setoff Replacement

Old File Formats:

The TRIP "Current" file format will be retired on September 4th, 2010. If you currently use this file format, you will need to upgrade. Options include using the new TRIP2.0 Portal or submitting a file using either the TRIP "Expanded" file format or the new XML file format. Agencies must use the TRIP "Expanded" file format or the new XML file format starting October 4th. More information is provided below.

State Mainframe and CCAP users will not be impacted.

Submitting New Debt and Debt Updates:

TRIP Portal Users: Current TRIP portal users who use the online TRIP interface will be able to continue to use a data form to submit one debt at a time. Users will access the TRIP2.0 system through DOR's *My Tax Account* system. *My Tax Account* is a free, secure system implemented by DOR for business tax customers as a method of submitting tax returns and managing business tax accounts. DOR is expanding the functionality to manage the TRIP2.0 functionality. Your agency may already be using *My Tax Account* for their business tax submissions. When making the transition, you will need to use a new link available on the DOR website. You will continue to use your current WAMS ID and password to access the system.

NOTE: The current TRIP online interface portal will be closed for data submissions on Friday, September 24th. The new TRIP2.0 Portal will open Monday, October 4th.

Online Data Form – The data form will be similar to the old system asking for the debtor name, Social Security Number (SSN), Federal Employer Identification Number (FEIN) or Driver's License Number (DLN), and the debt amount. Once the information is entered and you submit the request, an immediate response will tell you if the debt has been accepted or rejected. If rejected, a reason will be provided. You will not have to wait until the following week to receive the response. Overnight processing will complete the transaction by assigning a debt number. You may view activity for a specific debtor at any time using the portal.

File upload – Users may continue to upload their files using the new TRIP2.0 portal. The file size limitations that apply in the current TRIP system will continue to apply in TRIP2.0. Use this delivery method if your file sizes are relatively small - @1,000 rows of data.

For agencies with larger volume or third party providers with multiple agencies, a new file delivery system through a Secure File Transfer Protocol (SFTP) portal will be available. The advantages of the portal are

that users will be able to upload in one file instead of splitting the file into segments, and third party providers or agencies with multiple accounts will be able to submit one file for all the accounts they represent. More details on how to establish the new connection will be provided soon.

New File Layout:

DOR has chosen XML as the basis for file layouts. XML provides more flexibility and simplicity over a very structured flat file. XML does not require character limits or strict field placement. Responding to updates or changes to file layouts in response to a changing environment becomes easier for all users. More details on the XML file format will come in future communication.

NOTE: The TRIP "Expanded" file layout will be supported through **October 7th, 2011**. All agencies using the file exchange method will need to be ready to submit File Maintenance and receive the File Maintenance Response files using XML as the basis by this date.

New features:

- **Current DOR Address** – the XML Response file has fields for the current address that DOR has on record for a debtor. Providing this information does not mean that the address is a valid address, it is simply the last address reported by the taxpayer. This information may assist your agency in continued collection of outstanding debts. For TRIP$_{2.0}$ portal users, the current address will also be added to the Posting Notice, and Agency Debt Summary files.

- **Closed Debt File** – DOR will send a new file on a monthly basis to notify an agency when a debt is closed for intercept. Debts will be closed for intercept when the debt balance is less than $10.00 or when DOR determines the debt was submitted with an incorrect SSN. In cases where the SSN is incorrect, the agency has the opportunity to resubmit the debt with the correct SSN. The file layout is the same as the File Maintenance file.

Go to the TRIP web page to download the new XML schema at **www.revenue.wi.gov/ise/trip/index.html**.

Important Dates:

September 4, 2010	Last processing day for TRIP Current file format
September 24, 2010 **At Noon**	Last file maintenance for current Agency Setoff system. TRIP application file maintenance can no longer be used to submit new or update current debts.
September 27, 2010	Last refund intercept file run against debts in the current system.
September 28, 2010	Current system and TRIP application shutdown. **Make sure to download your posting notification reports.** Conversion of data to new system begins.
October 4, 2010	Last Quarterly Settlement report from current Agency Setoff system.
October 4, 2010	New system in production to receive new debt and debt updates using new TRIP portal, the expanded file layout, or the new XML file format. **Daily processing of File Maintenance is available.**
October 11, 2010	DOR is closed.
October 13, 2010	**First funds transfer and posting notification report available from new system.** This report is available the second business day of the week – Tuesdays normally. Due to DOR being closed on 10-11-2010, the first report will be available on Wednesday.
October 7, 2011	**Last date for accepting TRIP "Expanded" file.** All agencies should be ready to transition to XML file format going forward.

Contact Information

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

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