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## XML Requirement for File Transfer

Do you send the TRIP Expanded file format using the text flat file layout? The flat file format is being discontinued as of October 7, 2011. TRIP XML will be the only format accepted for sending new debt and debt update information. Please make sure your IT developers are aware of the new requirement and the deadline. For more information about the XML file specifications, go to the TRIP webpage [www.revenue.wi.gov/ise/trip/xmlspecs.html](http://www.revenue.wi.gov/ise/trip/xmlspecs.html).

## Training Materials

Use the TRIP Training 2010 (.pdf version) as a resource for program policies and *My Tax Account* – TRIP functionality. Sections include screen shots and user tips to assist in adding new debts, updating debts, and viewing debt details. Use the index to navigate to various sections within the document.

See the November issue of TRIPNews for more self-help guidance - [www.revenue.wi.gov/ise/trip/news/10-11.pdf](http://www.revenue.wi.gov/ise/trip/news/10-11.pdf)

## TRIP Legislation FAQ:

### Who can certify a debt to the Department of Revenue?

In order to certify debt through the TRIP program, a government agency (state agency, county, municipality, or tribe) must contact the Department of Revenue to establish an agreement. The agency may use a third party agent to refer debts on their behalf.

### What types of debt can be certified?

**State agency (sec. 71.93 Wis. Stats.)** - Debt is defined broadly as an amount owed to a state agency and the debtor is a person owing a debt to a state agency.

**Municipalities and counties (sec. 71.935 Wis. Stats.)** – Debt is defined more specifically. It should be noted that in each case the debt amount must be greater than \$20 before it can be certified to the Department of Revenue. This means that each individual debt must be able to stand on its own as a \$20 debt. Agencies should not add two \$10 debts together to certify as a total of \$20.

- A parking citation of at least \$20 that is unpaid.
- An unpaid fine, fee, restitution or forfeiture of at least \$20
- Any other debt that is at least \$20 including debt related to property taxes

What needs to be clarified is that the debt must be owed to a government agency. In order to be a qualifying debt under the tax intercept program, the debt must be fully and directly owed to a participating local government entity, with the government entity bearing the full risk of loss if the debt is not paid. Private parties may not avoid the requirement that the debt be owed to a participating local governmental entity by a contractual transaction or assignment designed to portray private debt as public debt.

## Customer Communications

Have you noticed that your phone calls have changed?

The legacy TRIP system held a taxpayer refund for up to 21 days before disbursing proceeds to the TRIP agency. The phone calls were “Where’s my refund?” or “Why are you causing a delay in my refund?” Agencies were informed of the transaction before the taxpayer.

The new TRIP system processes the refund setoff the same day the credit is established and the refund notices are sent to the taxpayer three business days later. We have found that in some cases when a return is processed on a Wednesday resulting in an intercept, the taxpayer may receive notice before the agency.

**My Tax Account – Debt Summary** - Agencies can use the debt summary feature in the new TRIP application to verify that DOR has intercepted the funds and that the proceeds will setoff their debt within two weeks. The following grid illustrates the timing:

Wednesday, March 2, 2011 Tax return is processed and refund credit is applied to TRIP debt.	Monday, March 7, 2011 Taxpayer notice is mailed.	Wednesday, March 9, 2011 Agency receives posting notification for TRIP setoff.	Wednesday, March 16, 2011 Agency receives deposit of setoff proceeds.
*Timing varies due to distribution method and holidays.			

## Balance Updates

Agencies are required to update the TRIP balances as soon as possible after processing a payment or adjustment to a debt. In the event that an intercept is processed against a debt that was not adjusted timely, the agency is responsible, according to the TRIP agreement, to refund both the amount intercepted and the DOR fee. Use the Agency Summary Report, available on demand from the *My Tax Account – TRIP* application, to verify balance information.

## Contact Information

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

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