

Municipal Association of South Carolina  
Setoff Debt Program  
PO Box 12109  
Columbia, SC 29211

# Setoff Debt Program

## 2026 Annual Meeting Training Session

Tuesday, August 4, 2026  
Municipal Association of SC  
Training Room  
Columbia, SC 29201

### What is the Setoff Debt program?

Delinquent debts owed to organizations can introduce uncertainty into the budget process. This causes financial stress, stretches resources and creates a disproportionate responsibility for those individuals who pay their fair share. The Municipal Association of SC helps cities and other participating entities alleviate their delinquent debts by offering free participation in the Setoff Debt program.

### How does the Setoff Debt program work?

Each December, the Municipal Association compiles and forwards to the SC Department of Revenue a database of delinquent accounts and debts owed to participating municipalities and other entities, as authorized by the 1992 amendment to the Setoff Debt Collection Act. The Setoff Debt program allows cities to simplify their processes for collecting these delinquent debts and significantly reduces their staff time to manage multiple reporting requirements.

### What is a debtor?

A debtor is any individual having a delinquent debt or account with any claimant agency which has not been adjusted, satisfied or set aside by court order, or discharged in bankruptcy.

### What constitutes a delinquent debt?

A delinquent debt is any sum due and owed to any claimant agency. It includes the collection costs, court costs, fines, penalties, and interest which have accrued regardless of whether an effort has or is already being made to collect the sum. Examples include delinquent property taxes, rent, utility bills, parking fines, tuition fees, garbage fees or property damage costs.

## Meeting Information

This meeting is mandatory for new employees working with the Setoff Debt Program who have never attended a training session. The session will train users on the Setoff Debt software application, and provide system demonstrations. Attendees will also learn the requirements to participate in the program. If you have attended in-person training before, you should not attend again this year.

## Meeting Location

Municipal Association of SC  
1411 Gervais St.  
Columbia, SC 29201

Parking is available in the Association's garage directly behind the building on levels 4-7. Visit the Association's website at [www.masc.sc](http://www.masc.sc) for driving directions.

## Agenda

- 10:00 – 10:30 a.m. Registration**
- 10:30 – 10:35 a.m. Welcome and Introductions**
- 10:35 a.m. – 12:30 p.m. Explanation of the Program**
- Steps to participate
  - Setoff Debt Collection Act
- 12:30 – 1:30 p.m. Lunch Break**
- Lunch will be provided
- 1:30 – 4:00 p.m. Application Demonstration**
- Using the Setoff Debt Software

## Contact Information

**Anita Lancaster**  
Revenue Analyst  
Local Revenue Services  
Municipal Association of SC  
803.933.1238 | [alancaster@masc.sc](mailto:alancaster@masc.sc)

## Registration Information

There is no cost to attend, but registration is required for an accurate headcount for lunch and handouts.

Seating is available on a first-come, first-served basis. Each session is limited to forty attendees.

Registration will begin on May 11 and end on July 6. Register online at [www.masc.sc](http://www.masc.sc).

The session room may be cool so you may want to bring a sweater or jacket.

## Identifying social security numbers

The SC Department of Revenue accepts Social Security numbers and Individual Taxpayer Identification Numbers, or ITINs. All claims submitted by participants must therefore include the debtor's Social Security numbers or ITINs. The Municipal Association offers assistance in identifying Social Security numbers for individuals.

## Setoff Debt Program Reminders

### Entering data

As soon as the system opens in August, participants should begin entering data.

### Mailing letters

Participants can begin mailing initial letters once all data is entered.

Satisfied and reduced letters should be mailed as soon as the participant receives the email notification of setoffs.

### Releasing initial data

Participants should not wait until the deadline to release initial data.

### Posting payments/adjustments

All payments and adjustments should be posted immediately. Do not wait to post because the debtor's taxes may be set off.

### Form deadlines

The Setoff Debt process is a time-sensitive series of steps. All required forms must be completed by the deadline for the system to run smoothly.

### User guide

For those needing assistance, there is a user guide available online at the top right of the screen. A printable PDF version, available under Administration, Resources, and Forms, "2026 Participant Users Guide."