

# Setoff Debt Program

## 2023 Annual Training Session

### New Participants

Thursday, August 3rd  
Municipal Association of SC  
Training Room  
Columbia, SC

### 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 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 Association compiles and forwards to the Department of Revenue a database of delinquent accounts and debts owed to participating municipalities and other entities (authorized by the 1992 amendment to the Setoff Debt Collection Act). The Municipal Association's 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, property damage costs, etc.

# Setoff Debt Program

## Meeting information

To participate in the Setoff Debt 2023 tax year with the Municipal Association, a representative from your organization must attend this mandatory training session. Learn about the Setoff Debt program. Users will be trained on the Setoff Debt software application. System demonstrations will be provided. Attendees will also learn the requirements to participate in the program.

## 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 directions.

## Agenda

8:00 – 8:30 a.m.	Registration
8:30 – 8:35 a.m.	Welcome and Introductions
8:35 – 11:30 a.m.	Explanation of the Program <ul style="list-style-type: none"><li>Steps to participate</li><li>Setoff Debt Collection Act</li></ul>
11:30 a.m. – noon	Lunch Break <ul style="list-style-type: none"><li>Lunch will be provided.</li></ul>
Noon – 2:00 p.m.	Application Demonstration <ul style="list-style-type: none"><li>Using the Setoff Debt Software</li></ul>

## Registration information

There is no charge for the meetings, 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 fifty attendees.

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

## Contact information

Anita Lancaster  
Revenue Analyst  
Local Revenue Services  
Municipal Association of SC  
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## Identifying social security numbers

The Department of Revenue accepts social security numbers and Individual Taxpayer Identification Numbers. Therefore, all claims submitted by participants must include the debtor’s social security numbers or ITIN numbers. The Association offers assistance in identifying social security numbers for individuals.