

# Setoff Debt Program

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

## 2023 Advance Spring Training Session

### Current Participants

Tuesday, June 13th  
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

This training will be different from the normal training that occurs in August. This is an advanced training covering mostly system issues, concerns, and reporting. It is not for new users. Attendees should have already been trained on 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

<b>8:00 – 8:30 a.m.</b>	<b>Registration</b>
<b>8:30 – 8:35 a.m.</b>	<b>Welcome and Introductions</b>
<b>8:35 a.m. – noon</b>	<b>Application Demonstration</b>

- 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 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.

## 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.

## 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. Reduced letters should be mailed as soon as the participant receives the email notification of set offs.

### 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

When you need assistance, there is a user guide available online at the top right of the screen. If you wish to have a printed version, it is available in PDF form under Administration, Resources, and Forms, "2022 Participant Users Guide."