NORTH CAROLINA DEPARTMENT OF REVENUE
ATTENTION: SETOFF UNIT
P.O. BOX 871
RALEIGH, N.C. 27802-0871
(919) 733-4687

SETOFF DEBT COLLECTION FILE SPECIFICATIONS

1.   Each mainframe file must meet the following requirement:

Reel Tape:
   -   Type of tape must be ½ inch Mylar base, oxide coated.
   -   Recording method must be nine-track
   -   Recording density must be 6250 bytes per inch.
   -   Code must be EBCDIC
   -   Record format must be FB
   -   Characters per record – 110
   -   Records per block – 50
   -   A Standard label is preferred, but not required

Cartridge Tape:
   -   Type of tape must be IBM 3480 or equivalent.
   -   Recording method must be 18-track.
   -   Recording density must be 38,000 bytes per inch.
   -   Code must be EBCDIC
   -   Record format must be FB
   -   Characters per record – 110
   -   Records per block – 50
   -   A standard label is preferred, but not required.

2.   Each PC diskette file must met the following requirements:
   -   Type of diskette must be 3.5 inch, IBM formatted.
   -   EBCKIC is preferred, but ASCII is accepted.
   -   Records must be fixed length, preferably PRN (formatted text, space delimited).
   -   Characters per record –110

3.   Each tape/diskette must be labeled to show the following:
   -   Name, address, and agency code of claimant agency
   -   Type of information – "Setoff Debt Collection"
   -   Creation date
   -   If the file is on more than one reel/cartridge/diskette, each must be numbered to indicate order.
   -   For example, 1 of 2, 2 of 2.

4.   Every field that contains data must have a significant character in the first position. Let justify alpha fields and fill unused positions with blanks.
5.   A valid Social Security Number is required; an all zero number is not valid.
6.   Only one record per Social Security Number can be processed for each update period.
7.   Amount filed (without dollar sign or decimal point) must show dollars and cents.
8.   Agency codes will be assigned by the Department of Revenue.
9.   Expiration date, if applicable, must be formatted as YYYYMM with a four-digit year followed by a two-digit month For example, 201205 represents an expiration date of May, 2012.
10. Unreadable tapes/diskettes or tapes/diskettes which do not meet these requirements will be returned to the claimant agency. Such tapes/diskettes can be corrected and resubmitted to the Department of Revenue for processing in a later update period. Tapes/diskettes which are successfully processed *will not* be returned to the claimant agency.

11. A participating claimant agency is required to submit an initial file of debtors to the Department of Revenue. Each time the file of debtor's needs to be updated the agency must submit a replacement file (complete new file). This can be as often as weekly. An "update code" of A (Addition) will be used on all records. Data record requirements are described below.

Date Record Requirements

Addition Records (Update Code = A):
An update code = A (Addition) is used to add debtors to the Department of Revenue files. It is used for all the records which are submitted on the initial file as well as for the records which are submitted on the replacement files. Requirements are follows:

Field Name	Record Position	Editing Requirements
Social Security Number	1 –9	Numeric
First Name	10-19	Alpha
Middle Initial	20	Alpha or blank
Last Name	21-35	Alpha
Street Address	36-60	-
City	61-71	-
State	72-73	-
Zip Code	74-78	-
Amount	79-85	Numeric; must be 50.00 or more
Agency Code	86-89	Numeric (refer to #8)
Expiration Date	90-95	Numeric (YYYYMM) or blank (refer to #9
Reserved	96-109	-
Update Code	110	A (addition)