

D.12 GUIDE TO COLLECTION (COL) TRANSACTIONS

Note: A summary of changes to this appendix is located on the last page of the document in Section D.12.1, which shows the CSENet transaction added to the COL Functional Type code. Within the document, [opening and closing brackets] surrounding the transaction title signify a new transaction.

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COL P CITAX – COLLECTION PROVISION OF INFORMATION – TAX OFFSET DISBURSED OR NEGATIVE ADJUSTMENT CONFIRMED	
Description/Business Usage	
<p>Sent by Initiating State: This transaction is used to electronically notify the responding state that federal or state tax monies have been received and disbursed. It may also be used to identify when a negative adjustment (from the original offset) has occurred by entering a negative payment amount value. This transaction should be sent only after monies have been disbursed or a negative adjustment confirmed.</p> <p>Used on: Established interstate cases</p> <p>Relevant CFR Requirements: The 45CFR 303.72(d)(1) states that the state referring past-due support for offset must, in interstate situations, notify any other state involved in enforcing the support order when it receives the offset amount from the Secretary of the U.S. Treasury.</p> <p>Automated Triggers: Determine how the CSE system records when tax offset monies are received and disbursed on an interstate case. Likewise, determine how the CSE system records a negative adjustment and send this transaction with the negative adjustment amount in the Payment-Amount field.</p> <p>Action by Receiving State: Process according to state policy and federal guidelines. Update case information, such as noting receipt of the transaction, and determine action needed to update payment records.</p> <p>Recommended Use of Data: For IRS collections, use Interstate-Payment-Method = O in the Collection data block, so monies will not be forwarded to the other jurisdiction.</p>	
Required Data Blocks and Elements (Data Block Record Layout)	Data Element Description
HEADER	
LOCAL-FIPS-STATE/COUNTY	Your state/county FIPS code
OTHER-FIPS-STATE/COUNTY	State/county FIPS code to which transaction is directed
CSENET-VERSION-NUMBER	003
TRANSACTION-SERIAL-NUMBER	Fill as appropriate
ACTION-CODE	P
FUNCTIONAL-TYPE-CODE	COL
TXN-DATE	Date transaction was created

*Asterisks identify data recommended as essential to conduct business and automate transaction processing.

COL P CITAX – COLLECTION PROVISION OF INFORMATION – TAX OFFSET DISBURSED OR NEGATIVE ADJUSTMENT CONFIRMED	
CASE-ID	Your case ID
OTHER-CASE-ID	Other case ID
ACTION-REASON	CITAX
ATTACHMENTS-IND	=N
CASE-DATA-IND	=1 (numeric)
*NCP-IDENTIFICATION-IND	=1 (numeric)
NCP-LOCATE-DATA-IND	Fill as appropriate
*PARTICIPANT-DATA-IND	=1 (numeric)
ORDER-DATA-IND	Fill as appropriate
COLLECTION-DATA-IND	=1 (numeric)
INFORMATION-IND	=0 (numeric)
OVERDUE-IND	=0 (numeric)
CASE DATA BLOCK	
CASE TYPE	Any case type except non-IV-D
CASE-STATUS	=O (alpha)
*CONTACT-NAME-LAST	Your state contact last name
*CONTACT-NAME-FIRST	Your state contact first name
*CONTACT-ADDRESS-LINE1	Contact address
*CONTACT-CITY	Contact city
*CONTACT-STATE	Contact state
*CONTACT-ZIP-1	Contact ZIP Code
*CONTACT-PHONE-NUM	Contact phone number
NCP IDENTIFICATION DATA BLOCK	
NAME-LAST	NCP last name
NAME-FIRST	NCP first name
*SSN	NCP Social Security number
*DATE-OF-BIRTH	NCP date of birth
*PARTICIPANT DATA BLOCK	
*NAME-LAST	Participant last name

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COL P CITAX – COLLECTION PROVISION OF INFORMATION – TAX OFFSET DISBURSED OR NEGATIVE ADJUSTMENT CONFIRMED	
*NAME-FIRST	Participant first name
*RELATIONSHIP	Fill as appropriate
*PARTICIPANT-STATUS	=O (alpha)
COLLECTION DATA BLOCK	
DATE-OF-COLLECTION	Date payment was received
DATE-OF-POSTING	Date payment was posted
PAYMENT-AMOUNT	Fill as appropriate
PAYMENT-SOURCE	Fill as appropriate
INTERSTATE-PAYMENT-METHOD	Fill as appropriate

*Asterisks identify data recommended as essential to conduct business and automate transaction processing.

[COL P CISUB – COLLECTION PROVISION OF INFORMATION – SUBMISSION FOR FEDERAL TAX OFFSET]	
Description/Business Usage	
<p>Sent by Initiating State: This transaction is used to electronically notify a responding state that an NCP’s case has been submitted for federal tax offset. The Collection data block is NOT required for this transaction.</p> <p>Relevant CFR requirements: 45CFR 303.72(d)(1) states that the state referring past-due support for offset must, in interstate situations, notify any other state involved in enforcing the support order when it submits an interstate case for offset.</p> <p>Automated Triggers: When your state submits a case for the federal tax offset process, check to see whether you are the initiating state in a two state case. If so, automatically send this transaction to the other state.</p> <p>Action by Receiving State: Process according to state policy and federal guidelines. In most cases, the worker will not need to take any action upon receiving this transaction, so determine what action is needed before automatically notifying workers that this transaction was received.</p>	
Required Data Blocks and Elements (Data Block Record Layout)	Data Element Description
HEADER	
LOCAL-FIPS-STATE/COUNTY	Your state/county FIPS code
OTHER-FIPS-STATE/COUNTY	State/county FIPS code to which transaction is directed
CSENET-VERSION-NUMBER	003
TRANSACTION-SERIAL-NUMBER	Fill as appropriate
ACTION-CODE	P
FUNCTIONAL-TYPE-CODE	COL
TXN-DATE	Date transaction was created
CASE-ID	Your case ID
OTHER-CASE-ID	Other case ID
ACTION-REASON	CISUB
ATTACHMENTS-IND	=N
*CASE-DATA-IND	=1 (numeric)
*NCP-IDENTIFICATION-IND	=1 (numeric)

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[COL P CISUB – COLLECTION PROVISION OF INFORMATION – SUBMISSION FOR FEDERAL TAX OFFSET]	
NCP-LOCATE-DATA-IND	=0 (numeric)
PARTICIPANT-DATA-IND	=0 (numeric)
ORDER-DATA-IND	=0 (numeric)
COLLECTION-DATA-IND	=0 (numeric)
INFORMATION-IND	=0 (numeric)
OVERDUE-IND	=0 (numeric)
CASE DATA BLOCK	
CASE TYPE	Any case type except non-IV-D
CASE-STATUS	=O (alpha)
*CONTACT-NAME-LAST	Your state contact last name
*CONTACT-NAME-FIRST	Your state contact first name
*CONTACT-ADDRESS-LINE1	Contact address
*CONTACT-CITY	Contact city
*CONTACT-STATE	Contact state
*CONTACT-ZIP-1	Contact ZIP Code
*CONTACT-PHONE-NUM	Contact phone number
NCP IDENTIFICATION DATA BLOCK	
NAME-LAST	NCP last name
NAME-FIRST	NCP first name
*SSN	NCP Social Security number
*DATE-OF-BIRTH	NCP date of birth

*Asterisks identify data recommended as essential to conduct business and automate transaction processing.

D.12.1 Summary of Changes for Collection (COL)

Chart D-3 shows the transaction that has been added to CSENet for the COL Functional Type code. Within the document, [opening and closing brackets] surrounding the transaction title signify a new transaction.

CHART D-3: SUMMARY OF CHANGES TO APPENDIX D – TFM COL
Transaction
COL P CISUB – Collection Provision of Information – Submission for Federal Tax Offset

*Asterisks identify data recommended as essential to conduct business and automate transaction processing.