

6 CHAPTER: CERTIFY/CONTEST EXTERNAL OFFSET

The Set-Off process begins when you create a claim in IRMS against a debtor for money owed to your agency. Whenever the IRMS system discovers that a debtor overpaid taxes for a specific Tax Account Period (TAP), or there are funds available for the debtor from a lottery or Department of Accounts (DOA) payment, it will check to see if there is a claim against that debtor.

Once a match is established, you must notify the debtor of the match, and certify that the debtor has been notified. Claims may be certified online or through a batch process. The debtor can contest the debt if he or she disagrees that they owe the debt.



Note: If the certification does not occur within 10 calendar days, the match defaults and the money offered for that match is no longer available.

Certify/Contest External Offset Window

The illustration below is the Certify/Contest External Offset window.

IRMS - External: Certify-Contest External Offset

File Help

Certify-Contest External Offset

External Offset Match

Match ID: Find

External Offset Information

Claim Number:

Claim Name: SSN/FEIN:

Agency Name: Agency Number:

Match Status: Match Date: Source Type:

Initial Contested Contested Date: Certification Date:

Save Close

Certify/Contest External Offset Fields

The table below lists the fields on the Certify/Contest External Offset window and provides a brief description of each.

Field	Field Type	Description
Match ID	Required	A nine (9)-digit number that uniquely identifies the match.
Claim Number	System Generated	Automatically assigned by the system
Claim Name	System Generated	The same name as the Debtor identified by the SSN or FEIN
SSN/FEIN	System Generated	Either the SSN or the FEIN
Agency Name	System Generated	Name of the set-off Agency that owns the claim
Agency Number:	System Generated	The number of the set-off agency.
Match Status	System Generated	These include - Active, Certified, Contested
Match Date	System Generated	The date a match was made to the claim
Source Type	System Generated	The resource allocated to a claim (a Tax Overpayment, Lottery Payment, or DOA Payment)
Initial Contested Date	System Generated	The date the claim was first contested
Contested Date:	Required	The date the Debtor notified the agency of the intent to contest. Required if the claim is contested.
Certification Date	Required	The date the agency notified the debtor of the match.

Certify-Contest External Offset

External Offset Match

Match ID:

External Offset Information

Claim Number:	<input type="text" value="001"/>	SSN/FEIN:	<input type="text" value="227-82-7212"/>
Claim Name:	<input type="text" value="Martha M. Ryan"/>	Agency Number:	<input type="text" value="351087000"/>
Agency Name:	<input type="text" value="Henrico County"/>	Source Type:	<input type="text"/>
Match Status:	<input type="text" value="Certified"/>	Match Date:	<input type="text" value="03/20/2004"/>
Initial Contested Date:	<input type="text"/>	Contested Date:	<input type="text"/>
		Certification Date:	<input type="text" value="03/31/2004"/>



