



# TRIP EXTERNAL (Full Access) User Manual

Version 1.8 dated April 1, 2010

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# INTRODUCTION TO THE USER MANUAL

## How To Use This Manual

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Every care has been taken while designing this user manual to ensure that we do not use complicated and long sentences, thus enabling you to better understand the product. This manual is written with the assumption that you are familiar with the concepts and conventions used in Microsoft Office applications and that you have used some MS Office applications. The manual is thus user friendly, as it uses graphical representation for explaining various aspects of the TRIP system.

For example, it uses a mouse image to indicate that the user has to click a button or a HTML link to navigate the user to that particular topic or image. The significance/relevance of the symbols used in this manual is explained in the section [Visual Cues](#).

An example is provided for every operation throughout the manual to facilitate you in better understanding of the DOR TRIP system.

## Visual Cues Used In This Manual

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|   |  |
|---|--|
|              | Indicates that you have to type information in the box provided. |
|              | Indicates that you have to click a button, image or link.        |
|              | Indicates what you see when you perform an action.               |
|  <b>Tip</b>  | Provides tips for easy interaction with the product.             |
|  <b>Note</b> | Cautions a user not to perform a particular act.                 |

## Program Summary

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Detailed instructions for performing specific tasks in TRIP appear elsewhere in this User Manual. What follows is a summary of the refund interception program and the steps you need to take to be successful.

Assuming that you've already applied for the program, obtained your WAMS User ID and password, and requested access to your agency's account, your participation begins when you certify debts to DOR by sending us debtor information. At a minimum, this must include the debtor's first and last name, ID number (SSN, FEIN or DLN), and the amount of the debt. You may submit address information, but it is not necessary.

There are two different ways to send DOR this information, either by using the on-line worksheet found on the "File Maintenance" page to upload debts one at a time, or by uploading a single file containing one or more debts via the "Send File" page. Depending upon the number of debts you intend to certify and your level of computer expertise, either method is a viable option and has its own advantages and disadvantages.

We also ask that if you receive payment toward a debt (outside of a refund interception from DOR) that you notify us of the change in balance. Again, you can use either the "File Maintenance" or the "Send File" method to do this. To "close" a debt, simply report a balance of zero for the debt.

DOR will respond to every new debt, or change in debt balance with a File Maintenance record. These can be found on the "View/Receive Files" pages. An accepted debt will be assigned a debt number and be placed in our debtor database. Rejected debts are not placed in our debtor database and the corresponding file maintenance record will explain the reason the transaction was rejected.

Most commonly, errors occur when the ID number on your debt record is associated with a different name in either DOR's income tax history database or in our database of established debts. We compare the entire ID number and the first four letters of the last name and first two letters of the first name of the debt you certify to both of these databases. We reject all transactions where a mismatch occurs.

Be aware that information is deleted from the tables that populate the "View/Receive Files" pages every three months to ensure efficient operation of the TRIP system on your PC. The information that you view is stored on a table separate from the tables that store the actual debts, so deleting what you can view or download from TRIP does not mean that your debt was deleted from our mainframe. This makes it necessary for you to maintain a record-keeping system independent from TRIP. Of particular note should be the debt number that DOR assigns to each of your debts as this number must be used to identify the debt when you submit future file maintenance.

The receipt of a posting notice guarantees that you will receive money toward the debt that is specified in the notice. The check you receive does not contain any identifying information. It is necessary for you to compare the check date to the process date of your posting notices. The posting notices of any one date will total the amount of the check dated that same week. Typically, posting notices have a Tuesday date and the corresponding check is dated the Thursday of the same week.

DOR automatically reduces the balance of a debt by the amount that is intercepted, so it is not necessary for you to submit file maintenance to reflect this change in balance.

In lieu of their tax refund, debtors receive a notice from DOR that states which agency intercepted their refund. This notice contains the contact information provided by your agency when you applied for the program. Any refund amount above the amount of the interception is included with this notice. This notice, and any remaining refund amount, is mailed the same day as the refund interception check sent to your agency.

## What's New?

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Note: Balance Verification has been eliminated as of 10-1-09.

This new version of the TRIP application has a number of features not found in the prior version. In addition to an entirely new look and feel to the application, the fundamental structure of the application has changed as well.

For instance, if a user has access to more than one account, it is no longer necessary to log in and out of the various accounts to perform similar functions such as certifying debts or viewing or receiving file maintenance and posting notification records. Instead, users will be provided with drop down menus of all their accounts on most pages within the application so they can pick and choose which account to work with at any given time. In this way, your work within the application should be more efficient and less confusing.

More importantly, you now have the ability to identify debtors by name and operator's license number (DLN) when the debtor's social security number (SSN) is not available to you. In most cases, DOR should be able to obtain your debtor's SSN through a data exchange process with the Department of Transportation (DOT) that will allow us to establish your debt on our system for potential refund interception. As noted elsewhere in this manual, however, the SSNs we obtain from DOT are confidential and we can only use them "behind the scenes" of our various processes. For debts certified with DLNs, all future information exchanged between DOR and your agency (file maintenance and posting notification) will be based on the DLN and not the SSN obtained from DOT.

You will also have the option of including your own internal identifying number to debt records certified to DOR through the use of the 'Agency Internal Debt Number' (AIN) field found in the file maintenance worksheet and the expanded file record layouts. You may add an AIN to existing debts through the use of a transaction type 3.

The new TRIP application also allows users to view or download an account summary that lists all of the debts certified by your agency to DOR. This report can be sorted to include all debts, only debts carrying a balance, and only debts with a zero balance. This functionality is found on the 'View/Receive Files – Account Summary' pages within the application and is described on pages xx – xx in this manual.

Finally, the new application allows users to search by individual debtor ID number (SSN, FEIN, DLN) to find their current debt balance, a history of all financial transactions against their debts and the debt number assigned to the debt by DOR. This functionality is found on the 'Debt Summary' pages within the application and is described on pages xx – xx in this manual.

# LOGIN

## TRIP External (Full Access) Login



### What You Should Do

- Open a web browser session and enter the following URL in your address bar: <http://www.revenue.wi.gov/ise/trip/index.html>.



### What You See

Search Revenue:

**Wisconsin Department of Revenue**

[Site Map](#) [Contact Us](#) [Home](#)

[Business](#) • [Individual](#) • [Government](#) • [Practitioner](#)

[E-Services](#) • [Employment](#) • [En Español](#) • [FAQs](#) • [Forms](#) • [Links](#) • [Newsroom](#) • [Publications](#) • [Reports](#) • [Training](#)

### Tax Refund Interception Program (TRIP)

Wis. Stats. 71.93 and 71.935 authorize the Wisconsin Department of Revenue (DOR) to intercept taxpayer refunds, other refundable credits, and lottery prizes for certain state agency and local government debts. State agencies and local governments intending to participate in the refund interception program must enter into a written agreement with DOR. In addition, a state logon ID and password may be required to exchange data with DOR via the Internet.

- [Log on to TRIP](#)
- [County/Municipal Refund Interception Activity - December 2005 Quarter](#) (Excel format)
- [Join the electronic TRIP mailing list](#)
- [March 27th letter to users](#) **NEW**
- [WAMS \(Web Access Management System\)](#)
- [Video \(3 minutes\) on the WAMS process](#)

➤ **Newsletter**

The *Tax Refund Interception Program (TRIP) Newsletter* is published quarterly by the Department of Revenue and disbursed electronically to County and Municipal Clerks of Court. It includes general information about the TRIP program which includes updates to the system and the impact of new legislation.

2006 -- [January](#) | [April](#)

2005 -- [January](#) | [April](#) | [July](#) | [October](#)

➤ **Resources**

- [Refund Interception Guide for Counties and Municipalities](#) (Pub. 218)
- [TRIP User Manual](#)

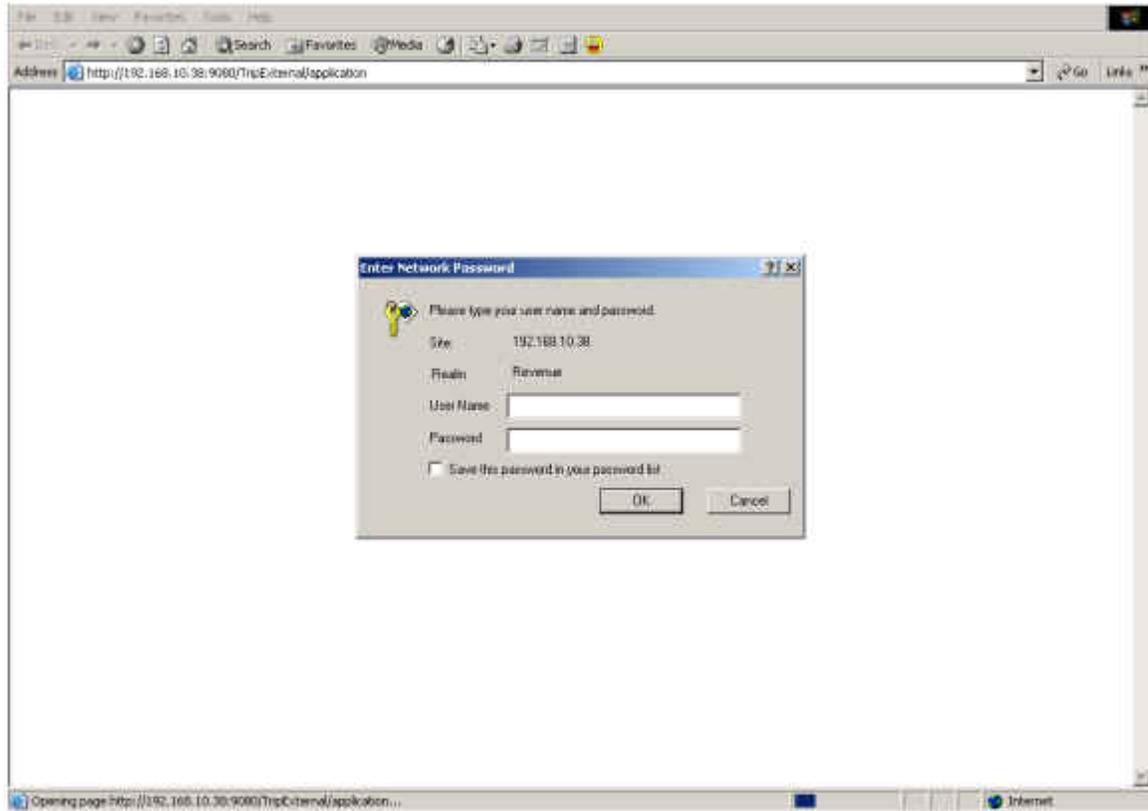
Due to changes in the **free Adobe Reader**, you may need to **upgrade** to the [current version offered](#) to accurately view/print documents. [Need Help?](#)



### What You Should Do Next

- Click on the **'Log on to TRIP'** hyperlink.

## What You See



## & What You Should Do Next

- Enter your **WAMS ID** in the '**User Name**' field and your **WAMS password** in the '**Password**' field to access the TRIP system and click '**OK**'.



- Navigate to the FAQ page to get the answers to frequently asked questions related to TRIP.
- Log out from the TRIP system.

# File Maintenance



## What You Should Do

- Click on the 'File Maintenance' button on the Main Menu page.



## What You See

The screenshot shows the 'File Maintenance' page of the TRIP (Taxpayer Information Reporting) system. The page header includes the TRIP logo and 'Department of Revenue'. The main heading is 'File Maintenance'. Below the heading is a instruction: 'Please enter the following information to add a new debt, change the balance of an existing debt, change the name or address, or reverse a setoff'. The form contains several input fields and dropdown menus:

|                  |              |                  |           |
|------------------|--------------|------------------|-----------|
| Transaction Type | <- Select -> | SSN              |           |
| ID Type          | <- Select -> | DLN              |           |
| FEIN             |              | Suffix           |           |
| Last Name        |              | Middle Initial   |           |
| First Name       |              | IAN              |           |
| Business Name    |              | Address Line 2   |           |
| Address Line 1   |              | State            | Wisconsin |
| City             |              |                  |           |
| Zip              |              |                  |           |
| Agency ID        | <- Select -> |                  |           |
| Debt Number      |              | Debt Amount (\$) |           |

At the bottom of the form are three buttons: 'Submit', 'Reset', and 'Back'. Below the buttons is the Wisconsin DOR logo.

## What You Can Do Here

- You can add a new debt to the database.
- You can change the balance of an existing debt.
- You can change the address of an existing debt.
- You can inactivate an existing active debt.
- You can activate an existing inactive debt.

## & What You Should Do

- Enter the required information based on the action you wish to perform.

## What You See



The screenshot shows the TRIP (Wisconsin) Department of Revenue File Maintenance form. The form is titled "File Maintenance" and includes a "Home | Logout" link. Below the title, there is a instruction: "Please enter the following information to add a new debt, change the balance of an existing debt, change the name or address, or reverse a setoff". The form contains several input fields and dropdown menus:

|                  |                |                  |                  |
|------------------|----------------|------------------|------------------|
| Transaction Type | Debt Setup     | SSN              | 112233445        |
| ID Type          | SSN            | DLN              |                  |
| FEIN             |                | Suffix           | Jac              |
| Last Name        | Henry          | Middle Initial   |                  |
| First Name       | Williams       | IAN              | 1234123412341234 |
| Business Name    |                | Address Line 2   | 21st cross       |
| Address Line 1   | St Peters Lane | State            | Wisconsin        |
| City             | Wisconsin      | Zip              | 12344 - 5222     |
| Agency ID        | 101-102        | Debt Amount (\$) | 5435343          |
| Debt Number      |                |                  |                  |

At the bottom of the form, there are three buttons: "Submit", "Reset", and "Back". Below the buttons is the Wisconsin DOR logo.

## What You Should Do

- Click '**Submit**' to go to the Verify File Maintenance page.
- Click '**Reset**' to clear all the text boxes.
- Click '**Back**' to go to the previous page.
- Click '**Home**' to go to the Main Menu page.
- Click '**Logout**' to exit the TRIP system.

## Tip

The '**Back**' button and the '**Home**' and '**Logout**' hyperlinks appear on most pages of the TRIP application. Their functions (as described above) are the same wherever they are found.

## What You See (when you click 'Submit')



Department of Revenue

Home | Logout

### Verify File Maintenance

Agency ID : 101-102

This is the information you entered. click 'Edit' to return to the previous page and modify this data. Click 'OK' to proceed with this request.

|                   |                              |                  |                      |
|-------------------|------------------------------|------------------|----------------------|
| Transaction Type: | Debt Setup                   | Suffix:          | Jac                  |
| SSN:              | 112233445                    | Middle Initial:  | k                    |
| Last Name:        | Henry                        | IAN:             | 12341234123412341234 |
| First Name:       | Williams                     | City:            | Wisconsin            |
| Address:          | St.Peters Lane<br>21st cross | Zip:             | 12344 - 2222         |
| State:            | Wisconsin                    | Debt Amount(\$): | 5435343              |
| Agency ID:        | 101-102                      |                  |                      |
| Debt Number:      |                              |                  |                      |

OK Edit

Wisconsin  
DOR

## What You Should Do Next

- Click 'Edit' to return to the File Maintenance page and modify the data previously entered.
- Click 'OK' to submit the data to the database.

## Tip

The balance of a debt may be decreased at any time. However, the balance of a debt may only be increased when it is the last or only debt in our database for that particular debtor.

If the agency certifies a debt using the debtor's DLN, and DOR finds an SSN for the debtor through a match with DOT licensing records, DOR is prohibited from providing the agency with that SSN. Therefore, all subsequent file maintenance submitted by the agency for that debt must contain the debtor's DLN. Similarly, all records received from DOR for that debt (file maintenance, posting notification) will also contain only the DLN and not the SSN obtained from DOT.

## What You See (when you click 'OK')



## What You Should Do Next

- Click '**OK**' to return to the File Maintenance page.

## Tip

The following fields are mandatory depending upon the action you wish to perform:

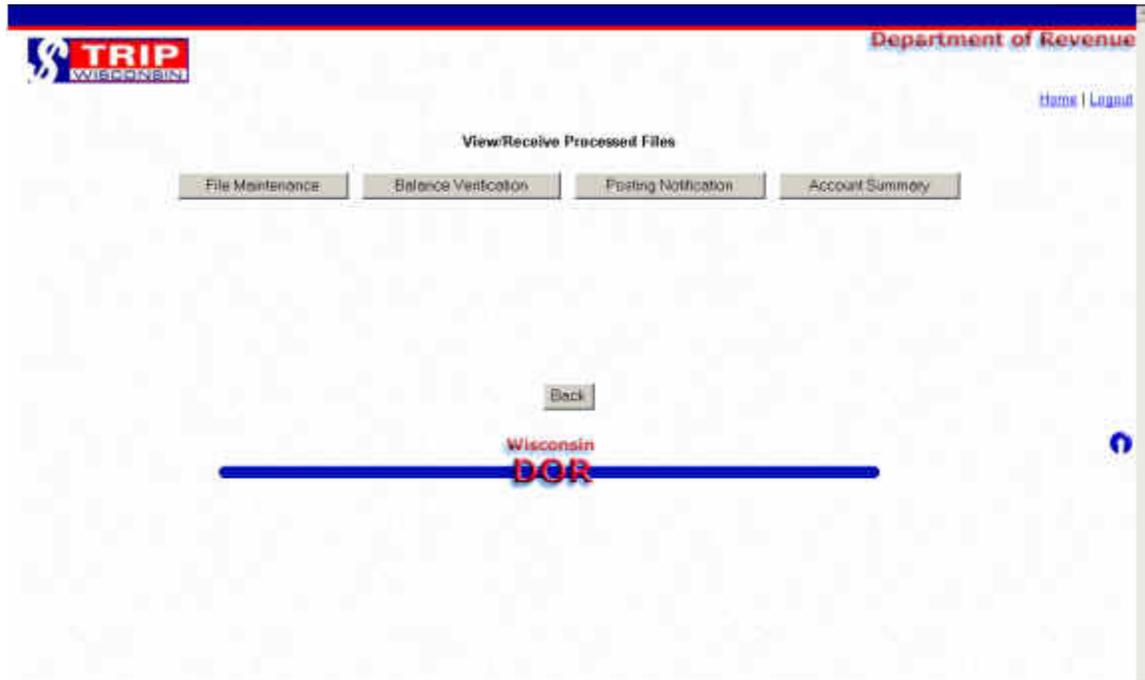
1. **Transaction Type** (must select one)
2. **ID Type** (must select one)
3. **SSN** (if ID Type = SSN)
4. **FEIN** (if ID Type = FEIN)
5. **DLN** (if ID Type = DLN)
6. **Last Name** (if ID Type = SSN or DLN)
7. **First Name** (if ID Type = SSN or DLN)
8. **Business Name** (if ID Type = FEIN)
9. **Agency ID & Agency Subunit** (must select one if given a choice)
10. **Debt Number** (if Transaction Type = Change Balance or Change Address)
11. **Debt Amount** (if Transaction Type = Debt Setup or Change Balance)

# View/Receive Files

## What You Should Do

- Click the **'View/Receive Files'** button on the Main Menu page.

## What You See



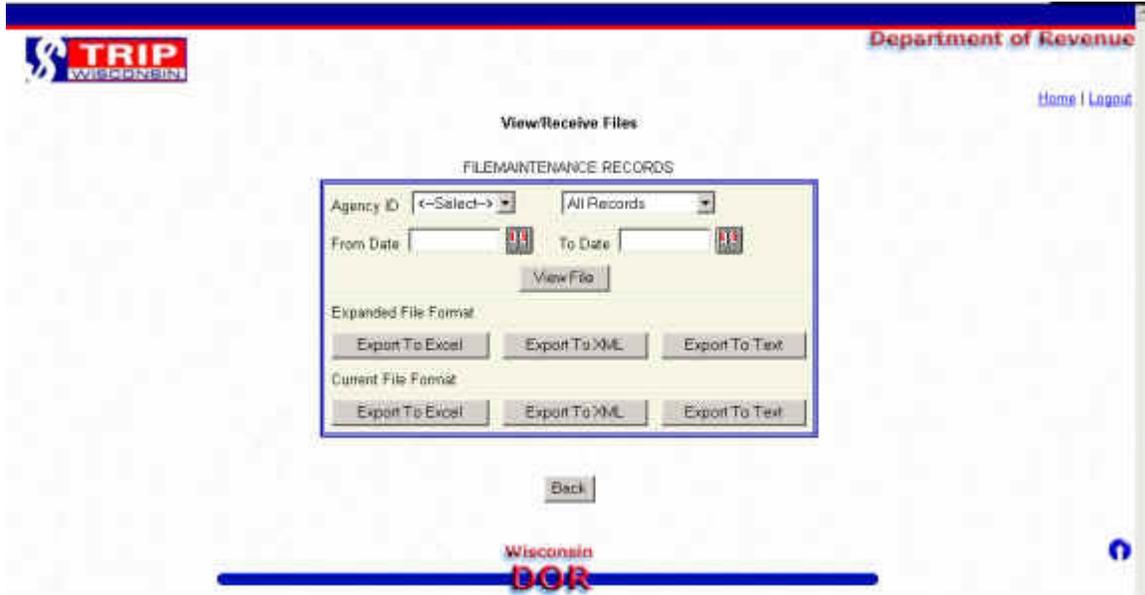
## What You Can Do Here

- Navigate to the File Maintenance search page.
- Navigate to the Posting Notification search page.
- Navigate to the Account Summary page.

## What You Should Do (to view/download file maintenance records)

- Click the **'File Maintenance'** button on the View/Receive Processed Files page.

## What You See



The screenshot displays the 'View/Receive Files' interface for the Wisconsin Department of Revenue. The main heading is 'FILEMAINTENANCE RECORDS'. The form includes the following elements:

- Agency ID:** A dropdown menu currently set to '<-Select-->'. To its right is a dropdown for record type, set to 'All Records'.
- Date Range:** 'From Date' and 'To Date' fields, each with a calendar icon.
- Action:** A 'View File' button.
- Export Options:** Two sections for file formats: 'Expanded File Format' and 'Current File Format'. Each section contains three buttons: 'Export To Excel', 'Export To XML', and 'Export To Text'.
- Navigation:** A 'Back' button at the bottom center.

The page header includes the TRIP Wisconsin logo and 'Department of Revenue'. The footer features the Wisconsin DOR logo.

## What You Can Do Here

- You can view a list of file maintenance records for a particular agency for a specific date range..
- Export the file to Excel, XML or Text format based on your preference.

## What You Should Do

- Select an **'Agency ID'**, record type and a **'From Date'** and **'To Date'**.

## What You See



## What You Should Do Next

- Click '**View File**' to generate the file in HTML format.

## Tip

To convert the file to Excel, XML or Text format click on the appropriate button after selecting an 'Agency ID', record type and a date range. An **Open Save** dialog box appears asking you to open or save the file. Choose the option you want and follow the instructions contained in the dialog box.

This version of the TRIP application allows users to download or export files in two different file record layouts. The 'current file formats' are the file maintenance (194 bytes) and posting notification (178 bytes) record layouts found in the "old" TRIP application. The 'expanded file formats' employ increased file record layouts for file maintenance (317 bytes) and posting notification (286 bytes) records that allow the agency to take advantage of the new functionality offered by this new version of the TRIP application (e.g., DLN, FEIN, AIN, etc.).

## What You See (when you click 'View File')

Department of Revenue

Home | Logout

View/Receive Files  
103-104 wiscenarDOR  
FILE MAINTENANCE - All Records  
From Date : 07/27/2003 To Date : 07/27/2005

| Rec. No. | Tran Type | SSN       | FEIN      | IAN        | Name                 | Debt No. | Source | Balance   | Error | Process Date |
|----------|-----------|-----------|-----------|------------|----------------------|----------|--------|-----------|-------|--------------|
| 1        | 2         | 987256165 | 147258399 | 1234500004 | DOTS                 | 12345    | D      | \$1122.00 | 1     | 04/04/2005   |
| 2        | 3         | -         | 987654321 | 1234500004 | DOTS                 | 54321    | A      | \$2122.00 | 0     | 04/04/2005   |
| 3        | 4         | 369298147 | 123456789 | 1234500001 | DOT                  | 12121    | D      | \$303.00  | 1     | 04/04/2005   |
| 4        | 8         | -         | 987654321 | 1234500002 | DOE                  | 11111    | A      | \$4023.00 | 0     | 04/04/2005   |
| 5        | 8         | 123456789 | -         | 1234500005 | ALEXIS A. JOHN R     | 22222    | D      | \$5023.00 | 1     | 04/04/2005   |
| 6        | 9         | 369256147 | 987654321 | 1234500004 | DON                  | 13376    | A      | \$6023.00 | 0     | 04/04/2005   |
| 7        | 9         | 123456789 | -         | 1234500006 | ALEXIS A. JOHN S     | 15643    | D      | \$7023.00 | 1     | 04/04/2005   |
| 8        | 1         | -         | 987654321 | 1234500008 | DON                  | 12311    | A      | \$8023.00 | 0     | 04/04/2005   |
| 9        | 9         | 369256147 | 123456789 | 1234500007 | DOE                  | 98075    | D      | \$9023.00 | 1     | 04/04/2005   |
| 10       | 1         | 123456789 | -         | 1234500008 | ROBERT A. PHILLIPS G | 87871    | A      | \$1123.00 | 0     | 04/04/2005   |

Start Previous Next End 1 to 10 of 34

Back

Wisconsin  
DOR

## What You Can Do Here

- View the records displayed.
- Click a '**Rec. No.**' hyperlink to view a detailed description of a specific record.
- Click '**Next**' to go to the next 10 records.
- Click '**End**' to go to the end of the list of records.
- Click '**Previous**' to go to the previous 10 records.
- Click '**Start**' to go to the beginning of the list of records.

## What You See (when you click on a 'Rec. No.' hyperlink)



The screenshot shows the TRIP Department of Revenue website interface. At the top left is the TRIP logo, and at the top right is the Department of Revenue logo. Below the logos, there are links for 'Home' and 'Logout'. The main content area is titled 'View/Receive Files' and displays the following information:

103-104 wisconsinDOR  
FILE MAINTENANCE - All Records  
From Date : 07/27/2003 To Date : 07/27/2005

|                     |  |           |           |              |            |
|---------------------|--|-----------|-----------|--------------|------------|
| Name :              | DOTS                                       |           |           |              |            |
| Address :           | Peter Lane                                 |           |           |              |            |
| City :              | wisconsin                                  | State :   | WI        | ZIP :        | 44442      |
| Transaction Type:   | Non Balance Related Data Change            |           |           | Error Code : | 0          |
| SSN :               | -  |           |           | FEIN :       | 987654321  |
| DLN :               | ABCD1234500005                             |           |           | IAN :        | 1234500004 |
| Debt No. :          | 54321                                      | Balance : | \$2122.00 |              |            |
| History :           | History found using SSN and Name substring |           |           |              |            |
| Second Name :       | Blane                                      |           |           |              |            |
| Source :            | Agency                                     |           |           |              |            |
| Error Description : | No Error Found                             |           |           |              |            |
| Process Date :      | 04/04/2005                                 |           |           |              |            |

Below the table is a 'Back' button. At the bottom of the page, there is a blue bar with the text 'Wisconsin DOR' and a small blue icon on the right.

### What You Can Do Here

- View the details of the specific record you have chosen.

#### Tip

The 'History Code' field is no longer being used to indicate whether a filing history exists for the debtor. It is simply being used to indicate the absence or presence of a 'History' error. Also, due to confidentiality provisions, DOR can no longer populate the 'Second Name' field with the DOR name when the record contains a 'History' error. Similarly, DOR can no longer provide the DOR name in the 'Second Name Field' when the 'F/M Error' condition exists.

## What You Should Do (to view/download posting notification records)

- Click the **'Posting Notification'** button on the View/Receive Processed Files page.

## What You See.



The screenshot displays the 'View/Receive Files' interface for the TRIP Wisconsin Department of Revenue. The main heading is 'POSTING NOTIFICATION RECORDS'. The form includes an 'Agency ID' dropdown menu (currently showing '<--Select-->'), 'From Date' and 'To Date' date pickers, and a 'View File' button. Below this, there are two sections for file format options: 'Expanded File Format' and 'Current File Format'. Each section contains three buttons: 'Export To Excel', 'Export To XML', and 'Export To Text'. A 'Back' button is located at the bottom of the form area. The page header features the TRIP logo on the left and 'Department of Revenue' on the right, with 'Home' and 'Logout' links. The Wisconsin DOR logo is visible at the bottom center.

## What You Can Do Here

- Export the file to Excel, XML or Text format based on your preference.

## What You Should Do

- Select an **'Agency ID'** and a **'From Date'** and **'To Date'**.

## What You See



## What You Should Do

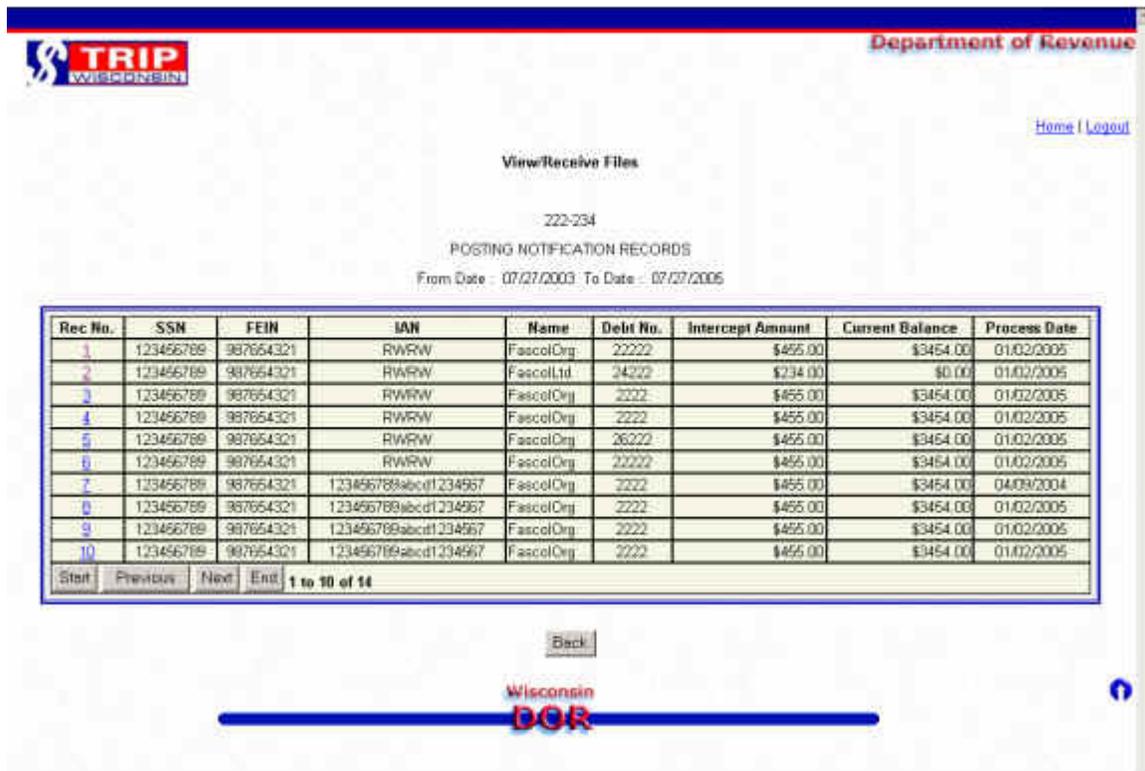
- Click '**View File**' to generate the file in HTML format.

### Tip

To convert the file to Excel, XML or Text format click on the appropriate button after selecting an '**Agency ID**' and a date range. An **Open Save** dialog box appears asking you to open or save the file. Choose the option you want and follow the instructions in the dialog box.

This version of the TRIP application allows users to download or export files in two different file record layouts. The 'current file formats' are the file maintenance (194 bytes) and posting notification (178 bytes) record layouts found in the "old" TRIP application. The 'expanded file formats' employ increased file record layouts for file maintenance (317 bytes) and posting notification (286 bytes) records that allow the agency to take advantage of the new functionality offered by this new version of the TRIP application (e.g., DLN, FEIN, AIN, etc.).

## What You See (when you click 'View File')



Department of Revenue

Home | Logout

View/Receive Files

222-234

POSTING NOTIFICATION RECORDS

From Date - 07/27/2003 To Date - 07/27/2006

| Rec No. | SSN       | FEIN      | IAN                  | Name      | Debt No. | Intercept Amount | Current Balance | Process Date |
|---------|-----------|-----------|----------------------|-----------|----------|------------------|-----------------|--------------|
| 1       | 123456789 | 987654321 | RWRW                 | FascolOrg | 22222    | \$455.00         | \$3454.00       | 01/02/2005   |
| 2       | 123456789 | 987654321 | RWRW                 | FascolLtd | 24222    | \$234.00         | \$0.00          | 01/02/2005   |
| 3       | 123456789 | 987654321 | RWRW                 | FascolOrg | 2222     | \$455.00         | \$3454.00       | 01/02/2005   |
| 4       | 123456789 | 987654321 | RWRW                 | FascolOrg | 2222     | \$455.00         | \$3454.00       | 01/02/2005   |
| 5       | 123456789 | 987654321 | RWRW                 | FascolOrg | 26222    | \$455.00         | \$3454.00       | 01/02/2005   |
| 6       | 123456789 | 987654321 | RWRW                 | FascolOrg | 22222    | \$455.00         | \$3454.00       | 01/02/2005   |
| 7       | 123456789 | 987654321 | 123456789abcd1234567 | FascolOrg | 2222     | \$455.00         | \$3454.00       | 04/09/2004   |
| 8       | 123456789 | 987654321 | 123456789abcd1234567 | FascolOrg | 2222     | \$455.00         | \$3454.00       | 01/02/2005   |
| 9       | 123456789 | 987654321 | 123456789abcd1234567 | FascolOrg | 2222     | \$455.00         | \$3454.00       | 01/02/2005   |
| 10      | 123456789 | 987654321 | 123456789abcd1234567 | FascolOrg | 2222     | \$455.00         | \$3454.00       | 01/02/2005   |

Start Previous Next End 1 to 10 of 14

Back

Wisconsin  
DOR

## What You Can Do Here

- View the records displayed.
- View additional details of a record by clicking on the corresponding '**Rec. No**' hyperlink.
- Click '**Next**' to go to the next 10 records.
- Click '**End**' to go to the end of the list of records.
- Click '**Previous**' to go to the previous 10 records.
- Click '**Start**' to go to the beginning of the list of records.

## What You See (when you click on a 'Rec. No.' hyperlink)



The screenshot displays the TRIP Department of Revenue website interface. At the top left is the TRIP logo, and at the top right is the text 'Department of Revenue' with links for 'Home' and 'Logout'. The main heading is 'View /Receive Files', followed by '222-234 California' and 'Posting Notification Record'. A table with a yellow background contains the following data:

|                          |                |        |           |      |       |
|--------------------------|----------------|--------|-----------|------|-------|
| Name:                    | FascalOrg      |        |           |      |       |
| Address:                 | Lake View Lane |        |           |      |       |
| City:                    | California     | State: | CA        | ZIP: | 22222 |
| SSN:                     | 123456789      | FEIN:  | 987654321 |      |       |
| Debt No:                 | 2222           | IAR:   | RWRW      |      |       |
| Initial Balance:         | \$2233.00      |        |           |      |       |
| Non-payment Adjustments: | \$875.00       |        |           |      |       |
| Payments:                | \$495.00       |        |           |      |       |
| Setoff Amount:           | \$233.00       |        |           |      |       |
| Current Balance:         | \$3454.00      |        |           |      |       |
| Process Date:            | 01/02/2005     |        |           |      |       |

Below the table is a 'Back' button. At the bottom center is the Wisconsin DOR logo, and at the bottom right is a blue circular icon.

### What You Can Do Here

- View the details of the record you have chosen.

## What You Should Do (to view/download an account summary)

- Click the '**Account Summary**' button on the View/Receive Processed Files page.

## What You See.



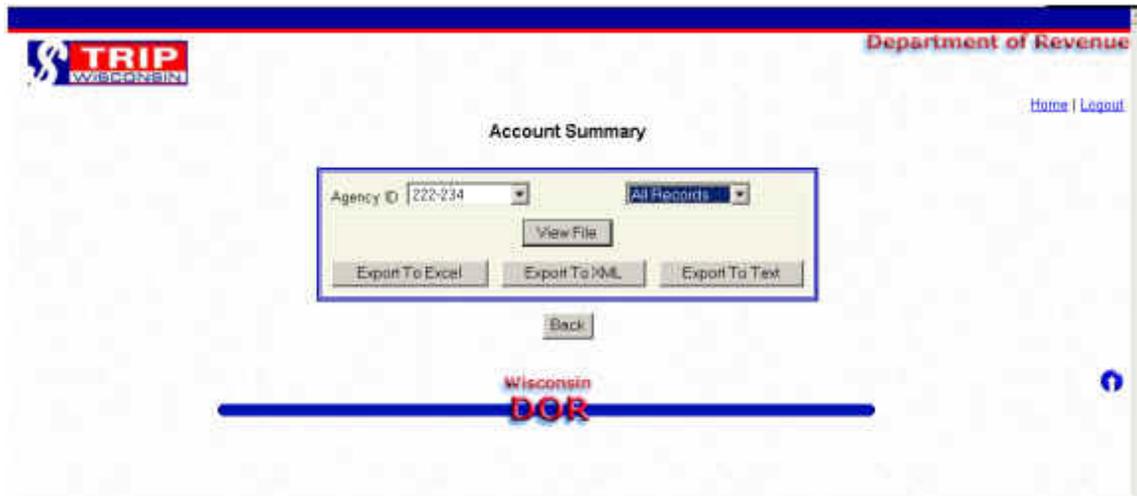
## What You Can Do Here

- You can view the account summary of a particular agency.
- Export the file to Excel, XML or Text format based on your preference.

## What You Should Do

- Select an '**Agency ID**' and choose either '**All Records**', '**Balance > 0.00**', or '**Balance = 0.00**'.

## What You See



## What You Should Do Next

- Click '**View File**' to generate the file in HTML format.

### Tip

To convert the file to Excel, XML or Text format click on the appropriate button after selecting an '**Agency ID**' and a record type. An **Open Save** dialog box appears asking you to open or save the file. Choose the option you want and follow the instructions in the dialog box.

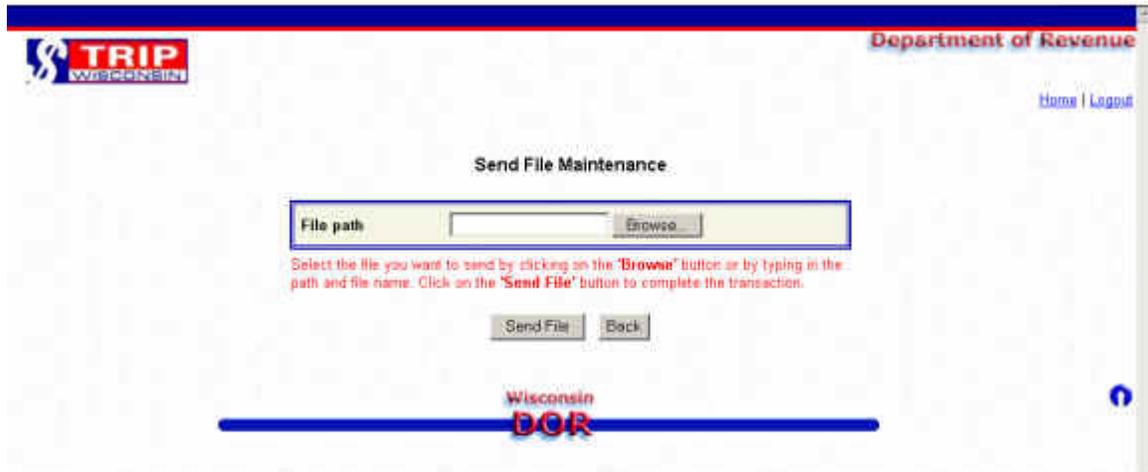


# Send File

## What You Should Do

- Click on the **'Send File'** button on the Main Menu page.

## What You See



## What You Can Do Here

- You can send a text file to DOR.

## What You Should Do

- Click on the **'Browse'** button to search for the file you want to send, or type in the file path of the record you want to send.

## Tip

You may use either the current 148-byte file maintenance record layout (pg. 56) or the expanded 274-byte file maintenance record layout (pg. 57) to send a text file to DOR. However, only the expanded record layout utilizes the additional fields (FEIN, DLN, AIN, etc.) that allow for the increased functionality of this version of the TRIP application.



# Debt Summary

## What You Should Do

- Click on the '**Debt Summary**' button on the Main Menu page.

## What You See



Department of Revenue

Home | Logout

Taxpayer Debt Summary

ID No:

ID Type: <- Select ->

Search Back

Wisconsin  
DOR

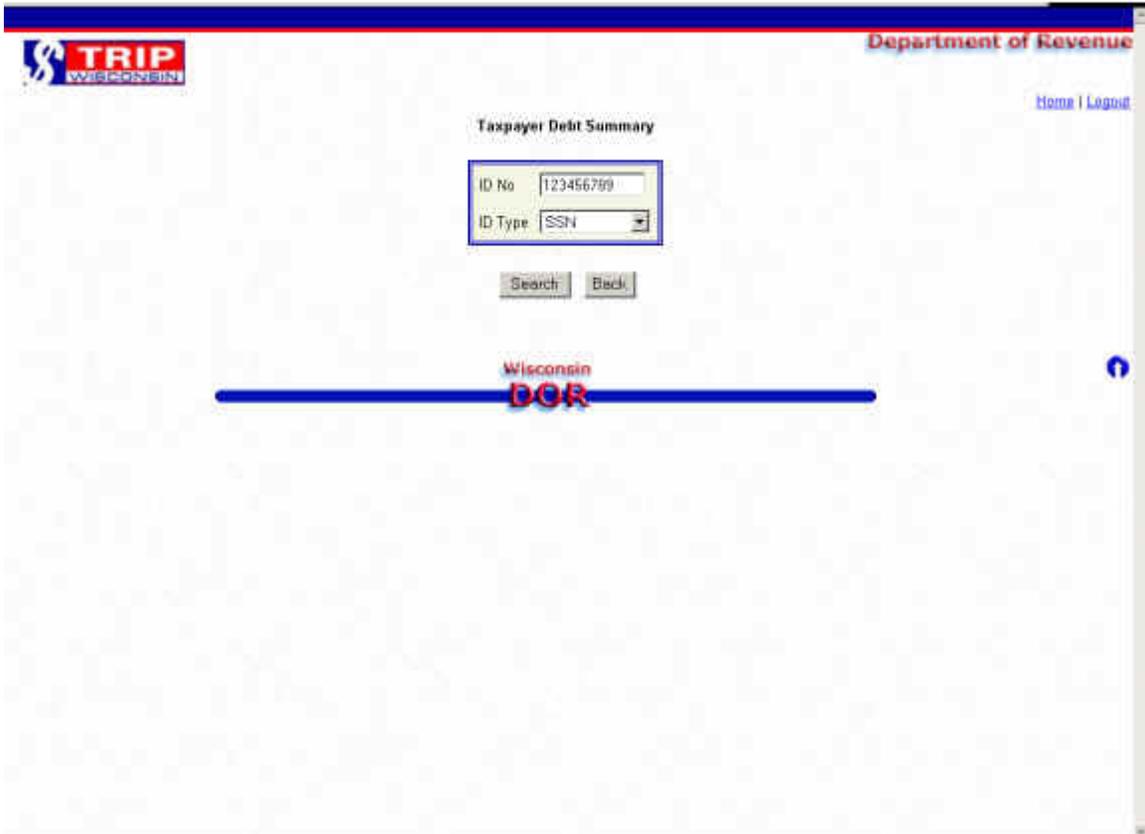
## What You Can Do Here

- Search for the debt details of a specific debtor.

## & What You Should Do

- Enter an '**ID No**' and select an '**ID Type**'.

## What You See



### What You Should Do Next

- Click **'Search'** to bring up the debt details of the debtor.

## What You See (when you click 'Search')

Department of Revenue

Home | Logout

### Taxpayer Debt Summary Report

SSN : 123456789

Last Name: samuel First Name: Mathew

Suffix: west Middle Initial: F

Total No. of Debts: 3 Total Balance Due: \$111.00

| Debt No.            | Agency ID | Agency Name                  | Telephone    | Contact Person       |
|---------------------|-----------|------------------------------|--------------|----------------------|
| <a href="#">002</a> | 455-123   | 123131                       | 213-313-1313 | 31233 321,123121 1   |
| <a href="#">005</a> | 555-555   | Department of Administration | 888-888-8888 | Mathew Jr, George I  |
| <a href="#">006</a> | 101-102   | DOA                          | 012-345-6789 | ANNA SDE PATTERSON M |

Start Previous Next End 1 to 3 of 3

Details for all Debts

Activate Debt Inactivate Debt

Check All | Uncheck All

|                          | Debt No.            | Status | Initial Date | Initial Amount | Payments Applied | Non-Payments Applied | Balance Due | Last Posted | Last Source |
|--------------------------|---------------------|--------|--------------|----------------|------------------|----------------------|-------------|-------------|-------------|
| <input type="checkbox"/> | <a href="#">002</a> | A      | 05/03/2002   | -\$323.00      | \$455.00         | \$910.00             | \$123.00    | 01/02/2003  | B           |
| <input type="checkbox"/> | <a href="#">005</a> | I      | 05/03/2002   | \$343.00       | \$0.00           | \$455.00             | -\$456.00   | 01/02/2003  | A           |
| <input type="checkbox"/> | <a href="#">006</a> | I      | 05/04/2005   | \$343.00       | \$455.00         | \$1489.00            | \$444.00    | 01/04/2005  | A           |

Start Previous Next End 1 to 3 of 3

Check All | Uncheck All

Activate Debt Inactivate Debt

Back

Wisconsin DOR

## What You Should Do Next

- View a summary of all the debts certified by your agency for this particular debtor.
- Click a '**Debt. No.**' hyperlink to view the details of a specific debt.
- Click the '**Details for all Debts**' button to view the details of all the debts for this debtor.
- Click '**Next**' to go to the next 10 debts.
- Click '**End**' to go to the end of the list of debts.
- Click '**Previous**' to go to the previous 10 debts.
- Click '**Start**' to go to the beginning of the list of debts.

## What You See (when you click a 'Debt No.' hyperlink)

## Detailed Transaction Report

SSN : 123456789  
Agency ID: 455-123  
Last Name: samuel  
Suffix: west  
Address: LAKE VIEW ST LUKE VIEW ,WISCONSIN ,MI 11123  
Agency Name: 123131  
First Name: Mathew  
Middle Initial: F

| Trn. No. | Debt No. | Post Date  | Payments Applied | Non Payments Applied | Balance Due | Source |
|----------|----------|------------|------------------|----------------------|-------------|--------|
| 1        | 002      | 01/02/2005 | \$3444.00        | \$3444.00            | \$123.00    | 8      |
| 2        | 002      | 01/02/2005 | \$3444.00        | \$3444.00            | \$123.00    | 7      |
| 3        | 002      | 01/02/2005 | \$3444.00        | \$3444.00            | \$123.00    | A      |

Start Previous Next End 1 to 3 of 3

[Back](#) **What You Should Do Next**

- Click **'Next'** to view the next 10 transactions.
- Click **'End'** to go to the end of the list of transactions.
- Click **'Previous'** to go to the previous 10 transactions.
- Click **'Start'** to go to the beginning of the list of transactions.

## 🕒 What You See (when you click on the 'Details for all Debts' button)

The screenshot shows the TRIP (Wisconsin) Department of Revenue interface. At the top left is the TRIP logo, and at the top right is the Department of Revenue logo and a 'Home | Logout' link. The main heading is 'Detailed Transaction Report'. Below this, personal information is displayed: SSN: 123456789, Last Name: samuel, First Name: Mathew, Suffix: west, Middle Initial: F. A table of transactions follows, with columns for Agency ID, Trn. No., Debt No., Post Date, Payments Applied, Non-Payments Applied, Balance Due, and Source. The table contains 9 rows of data. Below the table are navigation buttons: Start, Previous, Next, End, and a status indicator '1 to 9 of 9'. A 'Back' button is located below the navigation. At the bottom center is the Wisconsin DOR logo.

| Agency ID | Trn. No. | Debt No. | Post Date  | Payments Applied | Non-Payments Applied | Balance Due | Source |
|-----------|----------|----------|------------|------------------|----------------------|-------------|--------|
| 101-102   | 1        | 006      | 04/05/2005 | \$3123.00        | \$3123.00            | \$444.00    | D      |
| 101-102   | 2        | 006      | 01/02/2005 | \$8796.00        | \$8796.00            | \$444.00    | A      |
| 555-555   | 3        | 005      | 01/02/2005 | \$3444.00        | \$3444.00            | -\$456.00   | A      |
| 455-123   | 4        | 002      | 01/02/2005 | \$3444.00        | \$3444.00            | \$123.00    | A      |
| 455-123   | 5        | 002      | 01/02/2005 | \$3444.00        | \$3444.00            | \$123.00    | 7      |
| 455-123   | 6        | 002      | 01/02/2005 | \$3444.00        | \$3444.00            | \$123.00    | 8      |
| 101-102   | 7        | 006      | 02/02/2004 | \$2123.00        | \$2123.00            | \$444.00    | 7      |
| 101-102   | 8        | 006      | 02/03/2004 | \$3444.00        | \$3444.00            | \$444.00    | 8      |
| 101-102   | 9        | 006      | 03/21/2001 | \$789.00         | \$789.00             | \$444.00    | A      |

## 🔍 What You Can Do

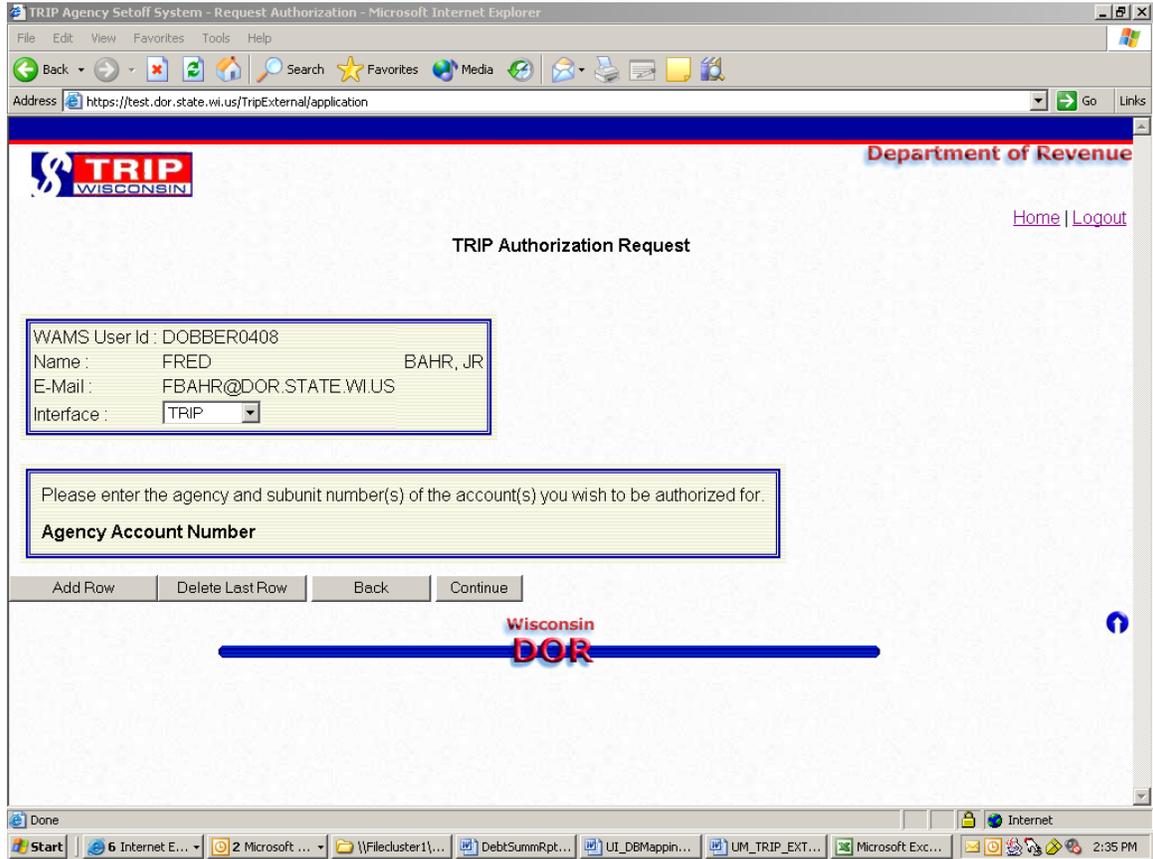
- Click **'Next'** to go to the next 10 transactions.
- Click **'End'** to go to the end of the list of transactions.
- Click **'Previous'** to go to the previous 10 transactions.
- Click **'Start'** to go to the beginning of the list of transactions.

# Request Authorization

## What You Should Do

- Click on the **'Request Authorization'** button on the Main Menu page.

## What You See



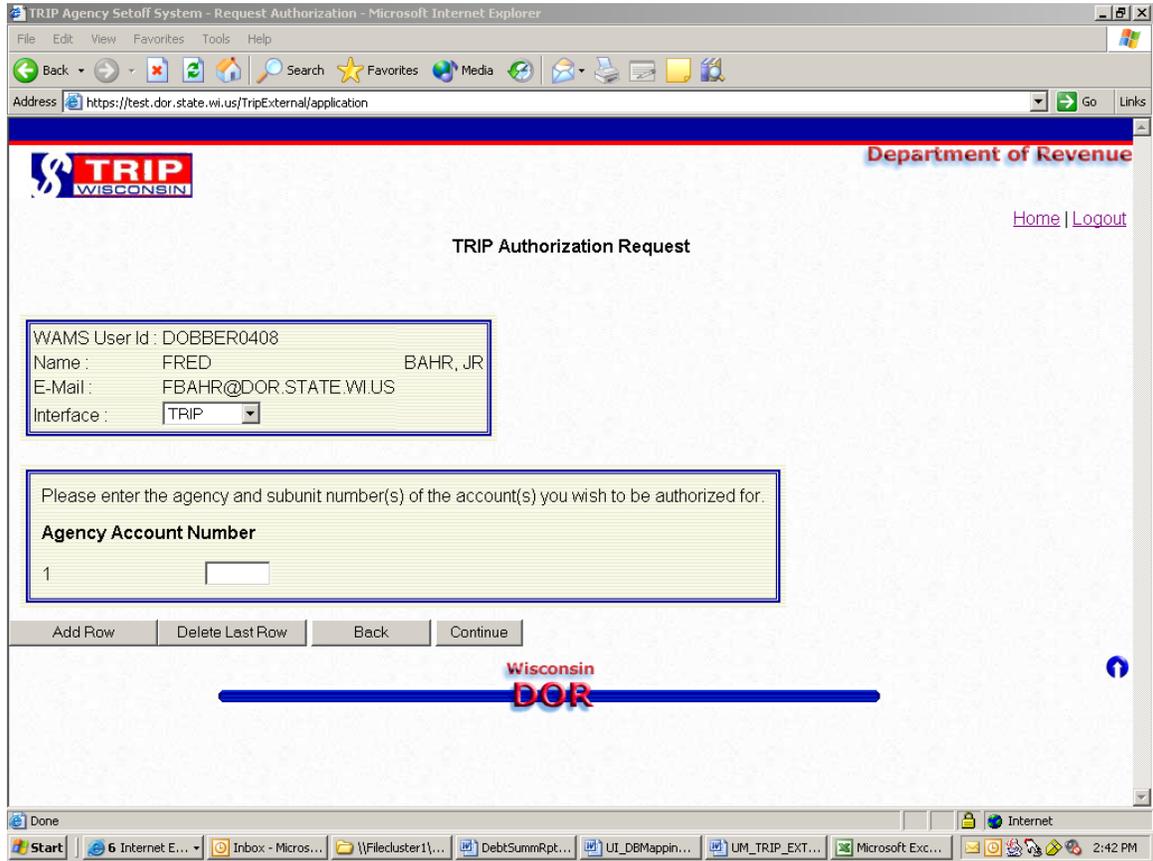
## What You Can Do Here

- Request access to another agency account.

## What You Should Do Next

- Select an **'Interface'** type from the drop-down menu (either TRIP, CCAP, IRS, or Mainframe) and then click **'Add Row'**.

## What You See (when you click 'Add Row')



TRIP Agency Setoff System - Request Authorization - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://test.dor.state.wi.us/TripExternal/application> Go Links

**TRIP WISCONSIN** Department of Revenue

[Home](#) | [Logout](#)

TRIP Authorization Request

WAMS User Id : DOBBER0408  
Name : FRED BAHHR, JR  
E-Mail : FBAHR@DOR.STATE.WI.US  
Interface : TRIP

Please enter the agency and subunit number(s) of the account(s) you wish to be authorized for.

**Agency Account Number**

1

Add Row Delete Last Row Back Continue

Wisconsin  
**DOR**

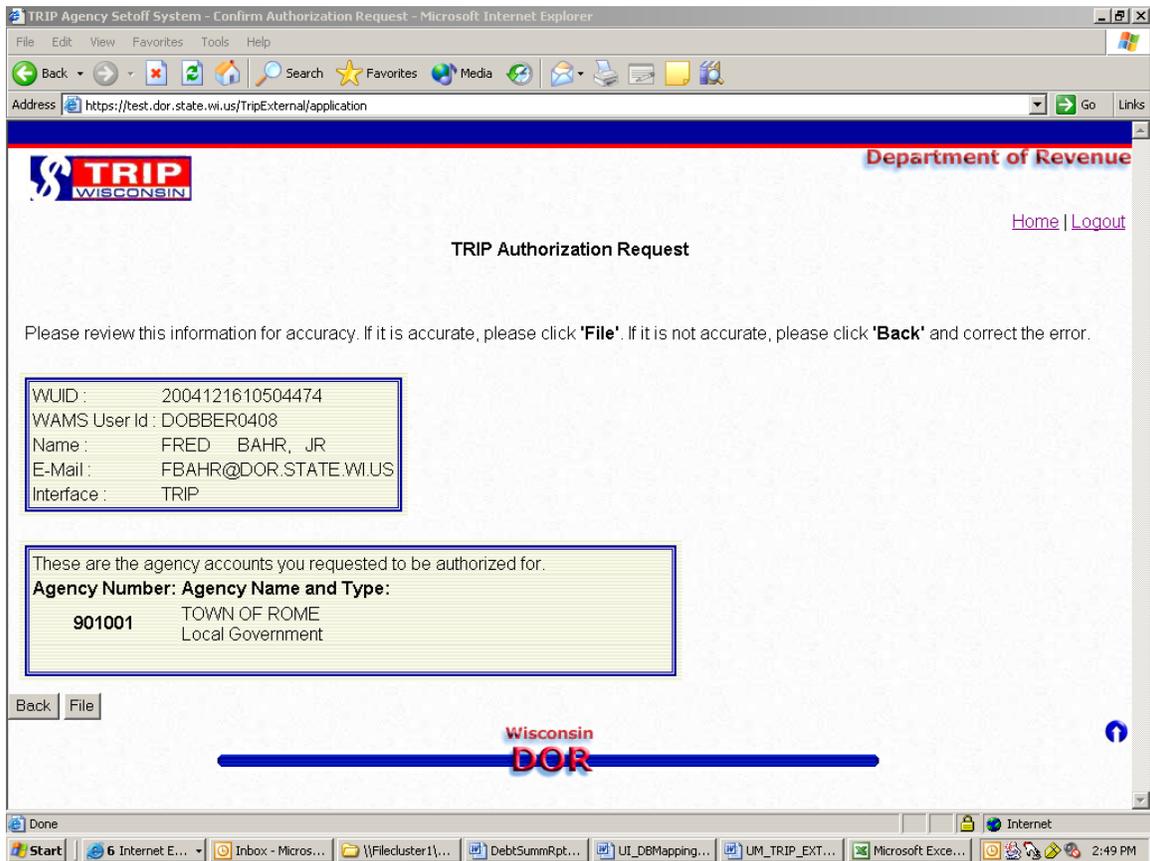
Done

Start 6 Internet E... Inbox - Micros... \\Filecluster1\... DebtSummRpt... UI\_DBMappin... UM\_TRIP\_EXT... Microsoft Exc... 2:42 PM

## & What You Should Do Next

- Enter the six-digit Agency ID number of the agency to which you want access and then click **'Add Row'** (if you want to request access to another agency account) or click **'Continue'**.
- Click **'Delete Last Row'** to delete the last row that was added.

## What You See (when you click 'Continue')



TRIP Agency Setoff System - Confirm Authorization Request - Microsoft Internet Explorer

Address: <https://test.dor.state.wi.us/TripExternal/application>

**TRIP WISCONSIN** Department of Revenue

[Home](#) | [Logout](#)

### TRIP Authorization Request

Please review this information for accuracy. If it is accurate, please click **'File'**. If it is not accurate, please click **'Back'** and correct the error.

|                |                       |
|----------------|-----------------------|
| WUID :         | 2004121610504474      |
| WAMS User Id : | DOBBBER0408           |
| Name :         | FRED BAHR, JR         |
| E-Mail :       | FBAHR@DOR.STATE.WI.US |
| Interface :    | TRIP                  |

These are the agency accounts you requested to be authorized for.

| Agency Number: | Agency Name and Type:            |
|----------------|----------------------------------|
| 901001         | TOWN OF ROME<br>Local Government |

Wisconsin  
**DOR**

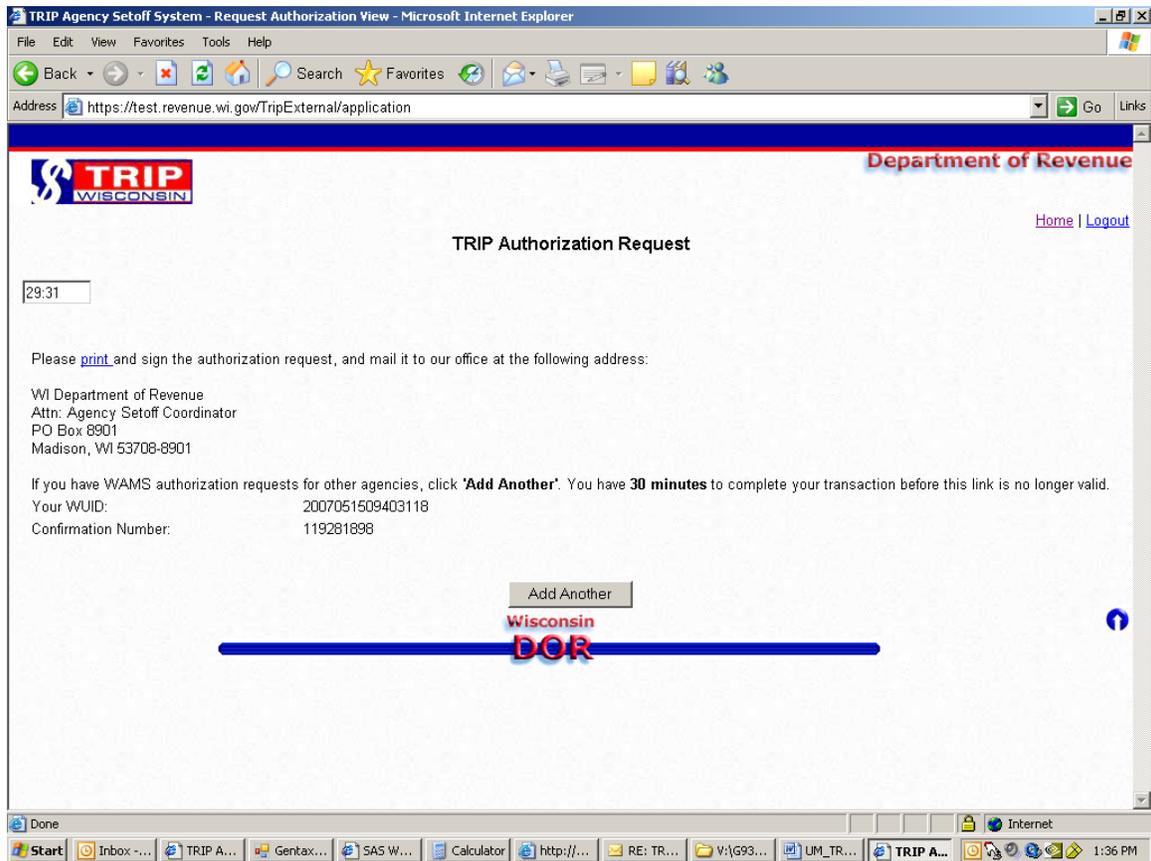
Done

Start | 6 Internet E... | Inbox - Micros... | \\Filecluster1\... | DebtSummRpt... | UI\_DBMapping... | UM\_TRIP\_EXT... | Microsoft Exce... | 2:49 PM

## What You Should Do Next

- Click **'File'** to continue this process.

## What You See (when you click 'File')



## What You Should Do Next

- Click **'Print'** to continue this process.
- Click **'Add Another'** to return to the 'TRIP Authorization Request' page and repeat this process.

## What You See (when you click 'Print')

Adobe Reader - [AuthRequest[1].pdf - Linked File]

File Edit View Document Tools Window Help

Open Save a Copy Print Email Search Select Text 96%

Options

Bookmarks

Signatures

Layers

Pages

| For Department Use Only |      |  |  |
|-------------------------|------|--|--|
| Initial                 | Date |  |  |
| Processed               |      |  |  |

**TRIP Authorization Request**

|   |                               |  |                      |
|---|-------------------------------|--|----------------------|
| <b>WUID:</b><br>2004121610504474        | <b>Logon ID:</b><br>DOBBE0408 | <b>Confirmation Number:</b><br>114850032 |                      |
| <b>Last Name:</b><br>BAHR               | <b>First Name:</b><br>FRED    | <b>MI:</b>                               | <b>Suffix:</b><br>JR |
| <b>E-Mail:</b><br>FBAHR@DOR.STATE.WI.US |                               |  |                      |
| <b>Interface:</b><br>TRIP               |                               |  |                      |

**Agency Numbers Requested:**                      **Agency Address:**

|                                  |   |                     |                       |              |
|----------------------------------|---|---------------------|-----------------------|--------------|
| <b>Agency Number:</b><br>901001  | <b>Address Line 1:</b><br>1156 ALPINE DRIVE |                     |                       |              |
| <b>Name:</b><br>TOWN OF ROME     | <b>Address Line 2:</b>                      |                     |                       |              |
| <b>Type:</b><br>Local Government | <b>City:</b><br>NEKOOSA                     | <b>State:</b><br>WI | <b>Zip5:</b><br>54457 | <b>Zip4:</b> |
| <b>Agency Number:</b>            | <b>Address Line 1:</b>                      |                     |                       |              |

8.5 x 11 in

1 of 1

Start 6 Internet Explorer Inbox - Microsoft ... \\Filecluster1\Proj... 3 Microsoft Offic... Microsoft Excel - T... Adobe Reader - [A... 2:55 PM

## What You Should Do Next

- Print and sign the authorization request form and mail it to DOR at the following address:

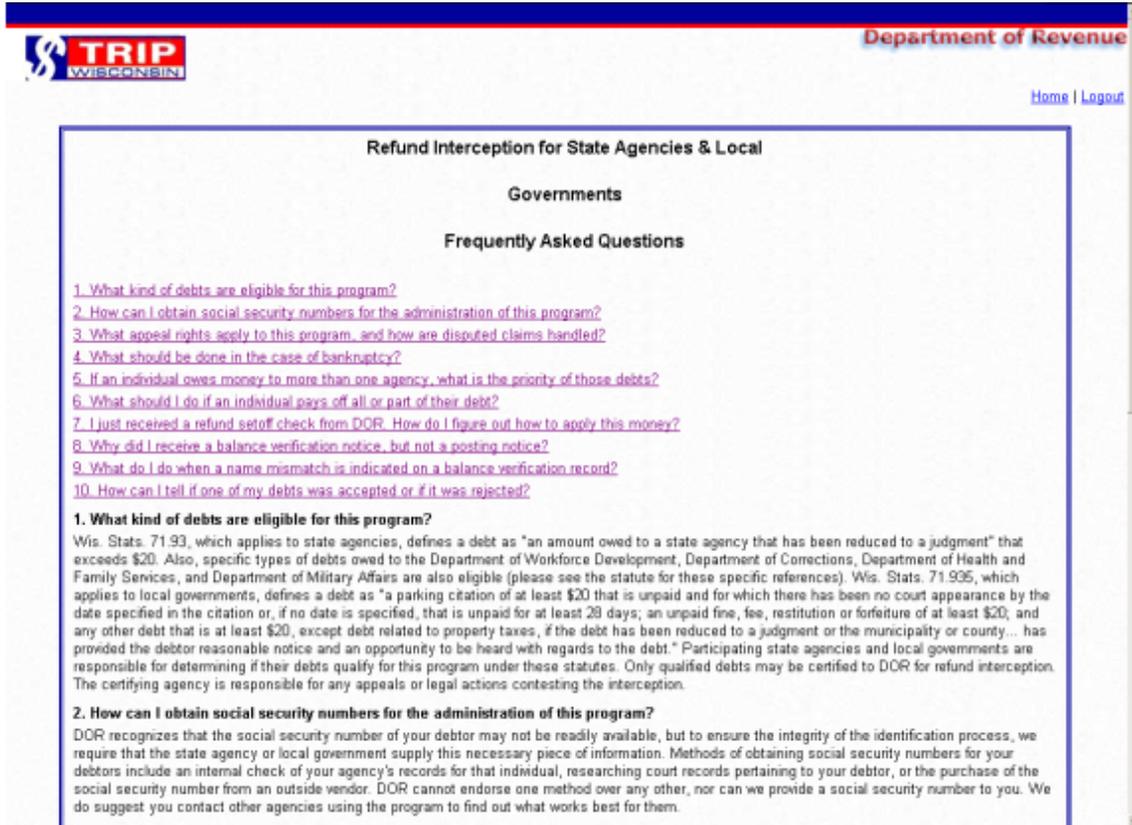
WI Department of Revenue  
Attn: Refund Interception Coordinator  
PO Box 8901  
Madison, WI 53708-8901

# FAQ'S

## What You Should Do

- Click on the 'FAQ' button on the Main Menu page.

## What You See



The screenshot shows the Department of Revenue website. At the top left is the TRIP logo with 'WISCONSIN' underneath. At the top right is the text 'Department of Revenue' and a link for 'Home | Logout'. The main content area is titled 'Refund Interception for State Agencies & Local Governments' and 'Frequently Asked Questions'. It lists 10 questions with hyperlinks. The first question is expanded, showing the answer regarding eligible debts under Wisconsin Statutes 71.93 and 71.935.

**1. What kind of debts are eligible for this program?**  
Wis. Stats. 71.93, which applies to state agencies, defines a debt as "an amount owed to a state agency that has been reduced to a judgment" that exceeds \$20. Also, specific types of debts owed to the Department of Workforce Development, Department of Corrections, Department of Health and Family Services, and Department of Military Affairs are also eligible (please see the statute for these specific references). Wis. Stats. 71.935, which applies to local governments, defines a debt as "a parking citation of at least \$20 that is unpaid and for which there has been no court appearance by the date specified in the citation or, if no date is specified, that is unpaid for at least 28 days; an unpaid fine, fee, restitution or forfeiture of at least \$20; and any other debt that is at least \$20, except debt related to property taxes, if the debt has been reduced to a judgment or the municipality or county... has provided the debtor reasonable notice and an opportunity to be heard with regards to the debt." Participating state agencies and local governments are responsible for determining if their debts qualify for this program under these statutes. Only qualified debts may be certified to DOR for refund interception. The certifying agency is responsible for any appeals or legal actions contesting the interception.

**2. How can I obtain social security numbers for the administration of this program?**  
DOR recognizes that the social security number of your debtor may not be readily available, but to ensure the integrity of the identification process, we require that the state agency or local government supply this necessary piece of information. Methods of obtaining social security numbers for your debtors include an internal check of your agency's records for that individual, researching court records pertaining to your debtor, or the purchase of the social security number from an outside vendor. DOR cannot endorse one method over any other, nor can we provide a social security number to you. We do suggest you contact other agencies using the program to find out what works best for them.

## What You Should Do

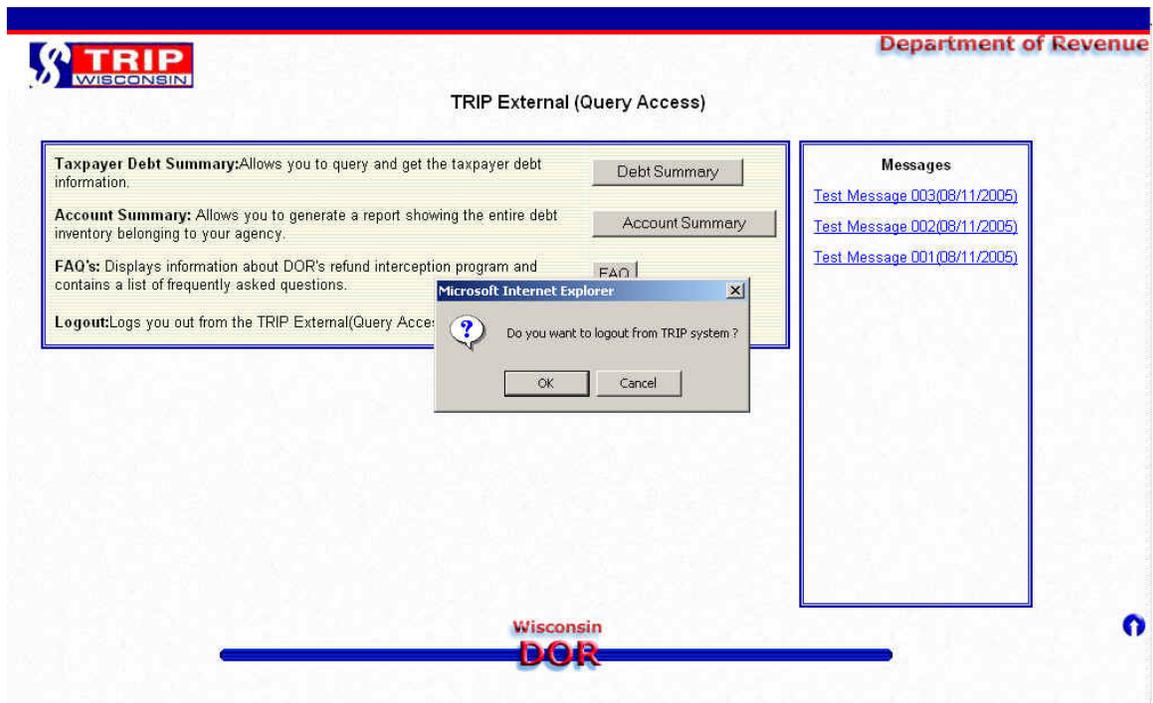
- Click on the link to the required FAQ to go to the answer to that particular question.

# Logout

## What You Should Do

- Click on the **'Logout'** button on the Main Menu page.

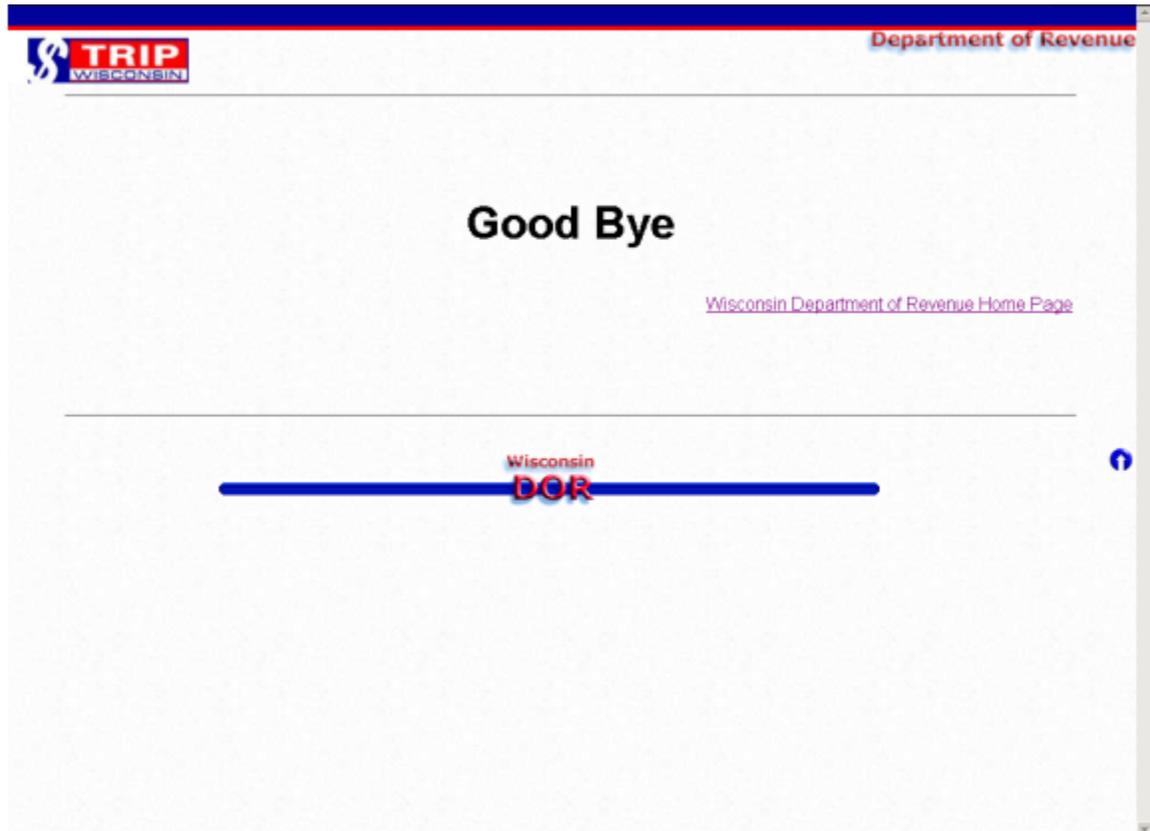
## What You See



## What You Should Do

- Click **'OK'** to log out from the TRIP system.
- Click **'Cancel'** if you choose not to log out from the system at this time.

## What You See (when you click 'OK')



## What You Should Do Next

- Click on the **'Wisconsin Department of Revenue Home Page'** hyperlink, or close your browser session.

# APPENDIX

**Note: The last day the Current file format will be accepted and processed is Saturday September 4, 2010.**

## File Maintenance file record layout (current format) received from DOR

DOR acknowledges every file maintenance transaction sent by your agency. The transaction is either accepted or rejected. This file description explains the various fields and error codes of the file maintenance records received using the “**View/Receive Files**” pages in TRIP.

| Field Name               | Description   | Starting Position | Length | Field Type |
|--------------------------|---|-------------------|--------|------------|
| Transaction Type         | 1 = Establish Debt<br>2 = Change Debt Balance<br>3 = Change Name (DOR only) or Address<br>5 = Inactivate Debt<br>6 = Activate Debt<br>8 = Intercept Reversal (DOR only) | 1                 | 1      | CHAR       |
| SSN                      | Social Security Number  | 2                 | 9      | CHAR       |
| Last Name                | Taxpayer Last Name  | 11                | 17     | CHAR       |
| Space                    |   | 28                | 1      |            |
| First Name               | Taxpayer First Name   | 29                | 12     | CHAR       |
| Second Last Name         | Taxpayer Second Last Name   | 41                | 17     | CHAR       |
| Space                    |   | 58                | 1      |            |
| Second First Name        | Taxpayer Second First Name  | 59                | 12     | CHAR       |
| Address                  | Street Address  | 71                | 30     | CHAR       |
| Post Office              | City  | 101               | 21     | CHAR       |
| State                    | State   | 122               | 2      | CHAR       |
| Zip Code                 | Zip Code  | 124               | 5      | CHAR       |
| Debt Number              | Assigned by DOR   | 129               | 3      | CHAR       |
| Agency Number            | Assigned by DOR   | 132               | 6      | CHAR       |
| Refund Source            | A = Agency or county/municipality<br>R = DOR  | 138               | 1      | CHAR       |
| Transaction Amount       | Account/Debt Balance  | 139               | 9      | DECIMAL    |
| Transaction Amount Sign  | “+” for positive; “-” for negative  | 148               | 1      | CHAR       |
| Initial Balance          | Tran type 1 = zero<br>Tran type 2, 3, 5, 6, 8 = original debt amount  | 149               | 9      | DECIMAL    |
| Initial Balance Sign     | “+” for positive; “-” for negative  | 158               | 1      | CHAR       |
| Transaction Balance      | Tran type 1 = zero<br>Tran type 2, 3, 5, 6, 8 = total amount of prior balance changes   | 159               | 9      | DECIMAL    |
| Transaction Balance Sign | “+” for positive; “-” for negative  | 168               | 1      | CHAR       |

|                      |  |     |   |         |
|----------------------|--|-----|---|---------|
| Payment Balance      | Tran type 1 = zero<br>Tran type 2, 3, 5, 6, 8 = total amount of refund intercepts prior to this transaction  | 169 | 9 | DECIMAL |
| Payment Balance Sign | “+” for positive; “-“ for negative   | 178 | 1 | CHAR    |
| Error Code           | 0 = No errors on this record<br>1 = Errors exist on this record  | 179 | 1 | CHAR    |
| History Code         | 0 = No errors on this record<br>1 = DOR name does not match name on debt record  | 180 | 1 | CHAR    |
| F/M Code             | 0 = No error.<br>1 = You attempted to modify a debt, but no debt was found for your agency with this debt number, or another agency has already certified a debt for this ID number, but with a different name.<br>2 = You attempted to increase the balance of this debt, but your debt is not the last debt or only debt on file for this debtor, or the current balance already equals the debt amount submitted. | 181 | 1 | CHAR    |
| Tran Type Error      | 0 = No error.<br>1 = Transaction type on your record was not 1, 2, 3, 5 or 6.  | 182 | 1 | CHAR    |
| SSN Error            | 0 = No error<br>1 =The SSN on your record was not numeric.   | 183 | 1 | CHAR    |
| Name Error           | 0 = No error<br>1 = A required name field is blank, is not alphabetic, or contains two consecutive spaces between multiple words in the name.  | 184 | 1 | CHAR    |
| Second Name Error    | 0= No error<br>1 =Two consecutive spaces between multiple words in second name field.  | 185 | 1 | CHAR    |
| Address Error        | 0= No error  | 186 | 1 | CHAR    |
| Post Office Error    | 0= No error  | 187 | 1 | CHAR    |
| State Error          | 0= No error  | 188 | 1 | CHAR    |
| Zip Code Error       | 0= No error<br>1= Zip Code was not numeric.  | 189 | 1 | CHAR    |
| Debt Number Error    | 0= No error<br>1=You attempted to certify a new debt and the debt number field was not blank, or you tried to change the balance of an existing debt and the debt number field was not numeric or less than three digits.  | 190 | 1 | CHAR    |
| ID Number Error      | 0= No error<br>1= The Agency ID Number in your transaction is not on file with DOR.  | 191 | 1 | CHAR    |

|                           |  |     |   |      |
|---------------------------|--|-----|---|------|
| Refund Source Error       | 0 = No error<br>1 = Refund Source does not equal 'A'.                                  | 192 | 1 | CHAR |
| Transaction Balance Error | 0 = No error<br>1 =The Transaction Balance field was not numeric or is less than zero. | 193 | 1 | CHAR |



**Tip**

The 'Error Code' field is set to '1' to indicate that the transaction contained one or more errors and was rejected. A value of '1' or '2' in any of the following 14 fields indicates the specific reason the transaction was rejected.

Add the four balance fields (transaction amount, initial balance, transaction balance and payment balance) together to get DOR's current balance due for each debt.

The 'History Code' field is no longer being used to indicate whether a filing history exists for the debtor. It is simply being used to indicate the absence ('0') or presence ('1') of a 'History' error. Also, due to confidentiality provisions, DOR can no longer populate the 'Second Name' field with the DOR name when the record contains a 'History' error. Similarly, DOR can no longer provide the DOR name in the 'Second Name Field' when the 'F/M Error' condition exists.

The balance of a debt may be decreased at any time. However, the balance of a debt may only be increased when it is the last or only debt in our database for that particular debtor.

**File Maintenance file record layout (expanded format) received from DOR**

| Field Name                  | Description   | Starting Position | Length | Field Type |
|-----------------------------|---|-------------------|--------|------------|
| Transaction Type            | 1 = Establish Debt<br>2 = Change Debt Balance<br>3 = Change Name (DOR only) or Address<br>5 = Inactivate Debt<br>6 = Activate Debt<br>8 = Intercept Reversal (DOR only) | 1                 | 1      | CHAR       |
| SSN                         | Social Security Number  | 2                 | 9      | CHAR       |
| FEIN                        | Federal Identification Number   | 11                | 9      | CHAR       |
| DLN                         | Driving License Number  | 20                | 14     | CHAR       |
| Agency Internal Debt Number | Internal Agency Number  | 34                | 20     | CHAR       |
| Last Name                   | Taxpayer Last Name  | 54                | 20     | CHAR       |
| Last Name Suffix            | Taxpayer Last Name Suffix   | 74                | 5      | CHAR       |
| First Name                  | Taxpayer First Name   | 79                | 20     | CHAR       |
| Middle Initial              | Taxpayer Middle Initial   | 99                | 1      | CHAR       |
| Organization Name           | Organization Name   | 100               | 30     | CHAR       |
| Second Last Name            | Taxpayer Second Last Name   | 130               | 17     | CHAR       |
| Space                       |   | 147               | 1      |            |
| Second First Name           | Taxpayer Second First Name  | 148               | 12     | CHAR       |
| Address Line 1              | Street Address  | 160               | 40     | CHAR       |
| Post Office                 | City  | 200               | 40     | CHAR       |
| State                       | State   | 240               | 2      | CHAR       |
| Zip Code                    | Zip Code  | 242               | 5      | CHAR       |
| Zip Code Extension          | Zip Code Extension  | 247               | 4      | CHAR       |
| Debt Number                 | Assigned by DOR   | 251               | 5      | CHAR       |
| Agency Number               | Assigned by DOR   | 256               | 3      | CHAR       |
| Agency Subunit Number       | Assigned by DOR   | 259               | 3      | CHAR       |
| Refund Source               | A = Agency or county/municipality<br>R = DOR  | 262               | 1      | CHAR       |
| Transaction Amount          |   | 263               | 11     | DECIMAL    |
| Transaction Amount Sign     | "+" for positive; "-" for negative  | 274               | 1      | CHAR       |
| Initial Balance             | Tran type 1 = zero<br>Tran type 2, 3, 5, 6, 8 = original debt amount  | 275               | 11     | DECIMAL    |
| Initial Balance Sign        | "+" for positive; "-" for negative  | 286               | 1      | CHAR       |
| Current Balance             | Current Debt Balance  | 287               | 11     | DECIMAL    |
| Current Balance Sign        | "+" for positive; "-" for negative  | 298               | 1      | CHAR       |
| Error Code                  | 0 = No errors on this record<br>1 = Errors exist on this record   | 299               | 1      | CHAR       |
| History Code                | 0 = No errors on this record<br>1 = Filing history found for this ID number, but DOR name does not  | 300               | 1      | CHAR       |

|                     |  |     |   |      |
|---------------------|--|-----|---|------|
|                     | match name on debt record.   |     |   |      |
| F/M Code            | 0 = No error.<br>1 = You attempted to modify a debt, but no debt was found for your agency with this debt number, or another agency has already certified a debt for this ID number, but with a different name.<br>2 = You attempted to increase the balance of this debt, but your debt is not the last debt or only debt on file for this debtor, or the current balance already equals the debt amount submitted. | 301 | 1 | CHAR |
| Tran Type Error     | 0 = No error.<br>1 = Transaction type on your record was not 1, 2, 3, 5 or 6.  | 302 | 1 | CHAR |
| SSN Error           | 0 = No error<br>1 =The SSN on your record was not numeric.   | 303 | 1 | CHAR |
| FEIN Error          | 0 = No error<br>1 =The FEIN on your record was not numeric.  | 304 | 1 | CHAR |
| DLN Error           | 0 = No error<br>1 =An SSN was not found for this DLN.  | 305 | 1 | CHAR |
| Name Error          | 0= No error<br>1= A required name field is blank, is not alphabetic, or contains two consecutive spaces between multiple words in the name.  | 306 | 1 | CHAR |
| Second Name Error   | 0= No error<br>1 =Two consecutive spaces between multiple words in second name field.  | 307 | 1 | CHAR |
| Address Error       | 0= No error  | 308 | 1 | CHAR |
| Post Office Error   | 0= No error  | 309 | 1 | CHAR |
| State Error         | 0= No error  | 310 | 1 | CHAR |
| Zip Code Error      | 0= No error<br>1= Zip Code was not numeric.  | 311 | 1 | CHAR |
| Debt Number Error   | 0= No error<br>1=You attempted to certify a new debt and the debt number field was not blank, or you tried to change the balance of an existing debt and the debt number field was not numeric or less than three digits.  | 312 | 1 | CHAR |
| ID Number Error     | 0= No error<br>1= The Agency ID Number in your transaction is not on file with DOR.  | 313 | 1 | CHAR |
| Refund Source Error | 0 = No error<br>1 = Refund Source does not equal 'A'.  | 314 | 1 | CHAR |

|                           |   |     |   |      |
|---------------------------|---|-----|---|------|
| Transaction Balance Error | 0 = No error<br>1 =The Transaction Balance field was not numeric or is less than zero.  | 315 | 1 | CHAR |
| Status Error              | 0 = No error<br>1 = You attempted to activate a debt that was currently active.<br>2 =You attempted to inactivate a debt that was currently inactive. | 316 | 1 | CHAR |



### Tip

The 'Error Code' field is set to '1' to indicate that the transaction contained one or more errors and was rejected. A value of '1' or '2' in any of the following 17 fields indicates the specific reason the transaction was rejected.

If using this expanded file format, the current balance of the debt is contained in the 'Current Balance' field and is not derived by adding the various balance fields together.

The 'History Code' field is no longer being used to indicate whether a filing history exists for the debtor. It is simply being used to indicate the absence ('0') or presence ('1') of a 'History' error. Also, due to confidentiality provisions, DOR can no longer populate the 'Second Name' field with the DOR name when the record contains a 'History' error. Similarly, DOR can no longer provide the DOR name in the 'Second Name' field when the 'F/M Error' condition exists.

The balance of a debt may be decreased at any time. However, the balance of a debt may only be increased when it is the last or only debt in our database for that particular debtor.

If the agency certifies a debt using the debtor's DLN, and DOR finds an SSN for the debtor through a match with DOT licensing records, DOR is prohibited from providing the agency with that SSN. Therefore, all subsequent file maintenance submitted by the agency for that debt must contain the debtor's DLN. Similarly, all records received from DOR for that debt (file maintenance, posting notification) will also contain only the DLN and not the SSN obtained from DOT.

**Note: The last day the Current file format will be accepted and processed is Saturday September 4, 2010.**

**Posting Notification file record layout (current format) received from DOR**

A posting notification record is sent to your agency whenever an actual refund amount has been intercepted on your behalf. This record shows the amount intercepted and DOR's current balance after the refund was applied to your agency's debt.

| Field Name               | Description  | Starting Position | Length | Field Type |
|--------------------------|--|-------------------|--------|------------|
| SSN                      | Social Security Number                                 | 1                 | 9      | CHAR       |
| Name                     | Taxpayer Last Name                                     | 10                | 17     | CHAR       |
| Space                    |  | 27                | 1      |            |
| Name                     | Taxpayer First Name                                    | 28                | 12     | CHAR       |
| Second Name              | Optional Last Name (blank unless Joint or MFS return)  | 40                | 17     | CHAR       |
| Space                    |  | 57                | 1      |            |
| Second Name              | Optional First name (blank unless Joint or MFS return) | 58                | 12     | CHAR       |
| Address                  | Street Address   | 70                | 30     | CHAR       |
| Post Office              | City   | 100               | 21     | CHAR       |
| State                    | State Abbreviation                                     | 121               | 2      | CHAR       |
| Zip Code                 | Zip Code   | 123               | 5      | CHAR       |
| Debt Number              | Debt to which intercept is applied                     | 128               | 3      | CHAR       |
| ID Number                | Assigned by DOR  | 131               | 6      | CHAR       |
| Current Balance          | Current debt balance                                   | 137               | 9      | DECIMAL    |
| Current Balance Sign     | Always +   | 146               | 1      | CHAR       |
| Transaction Balance      | Always zeros   | 147               | 9      | DECIMAL    |
| Transaction Balance Sign | Always +   | 156               | 1      | CHAR       |
| Payment Balance          | Always zeros   | 157               | 9      | DECIMAL    |
| Payment Balance Sign     | Always +   | 166               | 1      | CHAR       |
| Refund Used Today        | Amount of intercept                                    | 167               | 9      | DECIMAL    |
| Refund Used Today Sign   | Always -   | 176               | 1      | CHAR       |
| Setoff Code              | 2 = Agency setoff record found                         | 177               | 1      | CHAR       |



**Tip**

Add the 'Current Balance', 'Transaction Balance' and 'Payment Balance' fields together to get DOR's total balance due for each debt.

**Posting Notification file record layout (expanded format) received from DOR**

| Field Name               | Description                   | Starting Position | Length | Field Type |
|--------------------------|-------------------------------|-------------------|--------|------------|
| SSN                      | Social Security Number        | 1                 | 9      | CHAR       |
| FEIN                     | Federal Identification Number | 10                | 9      | CHAR       |
| DLN                      | Driver's License Number       | 19                | 14     | CHAR       |
| AIN                      | Agency Internal Debt Number   | 33                | 20     | CHAR       |
| Last Name                | Taxpayer Last Name            | 53                | 20     | CHAR       |
| Last Name Suffix         | Taxpayer Last Name Suffix     | 73                | 5      | CHAR       |
| First Name               | Taxpayer First Name           | 78                | 20     | CHAR       |
| Middle Initial           | Taxpayer Middle Initial       | 98                | 1      | CHAR       |
| Organization Name        | Organization Name             | 99                | 30     | CHAR       |
| Second Last Name         | Taxpayer Second Last Name     | 129               | 17     | CHAR       |
| Space                    |                               | 146               | 1      |            |
| Second First Name        | Taxpayer Second First Name    | 147               | 12     | CHAR       |
| Address Line 1           | Street Address                | 159               | 40     | CHAR       |
| City                     | City                          | 199               | 40     | CHAR       |
| State                    | State                         | 239               | 2      | CHAR       |
| Zip Code                 | Zip Code                      | 241               | 5      | CHAR       |
| Zip Code Extension       | Zip Code Extension            | 246               | 4      | CHAR       |
| Debt Number              | Assigned by DOR               | 250               | 5      | CHAR       |
| Agency ID Number         | Assigned by DOR               | 255               | 3      | CHAR       |
| Agency ID Subunit Number | Assigned by DOR               | 258               | 3      | CHAR       |
| Current Balance          | Current Debt Balance          | 261               | 11     | DECIMAL    |
| Current Balance Sign     | Always +                      | 272               | 1      | CHAR       |
| Refund Used Today        | Amount of Intercept           | 273               | 11     | DECIMAL    |
| Refund Used Today Sign   | Always -                      | 284               | 1      | CHAR       |
| Setoff Code              | Always '2'                    | 285               | 1      | CHAR       |



**Tip**

If using this expanded file record layout, the current balance of the debt is provided in the 'Current Balance' field and is not derived by adding the various balance fields together.

## Account Summary file record layout received from DOR

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This report lists all of the debts currently in our system that was certified by your agency.

| Field Name         | Description                   | Starting Position | Length | Field Type |
|--------------------|-------------------------------|-------------------|--------|------------|
| SSN                | Social Security Number        | 1                 | 9      | CHAR       |
| FEIN               | Federal Identification Number | 10                | 9      | CHAR       |
| DLN                | Drivers License Number        | 19                | 14     | CHAR       |
| IAN                | Internal Agency Number        | 33                | 20     | CHAR       |
| Last Name          | Taxpayer Last Name            | 53                | 20     | CHAR       |
| Last Name Suffix   | Taxpayer Last Name Suffix     | 73                | 5      | CHAR       |
| First Name         | Taxpayer First Name           | 78                | 20     | CHAR       |
| Middle Initial     | Taxpayer Middle Initial       | 98                | 1      | CHAR       |
| Org Name           | Organization Name             | 99                | 30     | CHAR       |
| Address Line 1     | Street Address                | 129               | 40     | CHAR       |
| City               | City                          | 169               | 40     | CHAR       |
| State              | State Abbreviation            | 209               | 2      | CHAR       |
| Zip Code           | Zip Code                      | 211               | 5      | CHAR       |
| Zip Code Extension | Zip Code Extension            | 216               | 4      | CHAR       |
| Debt Number        | Assigned by DOR               | 220               | 5      | CHAR       |
| Current Balance    | Account Balance               | 225               | 1      | DECIMAL    |
| Status             | Active Status                 | 226               | 1      | CHAR       |

**Note: The last day the Current file format will be accepted and processed is Saturday September 4, 2010.**

**File Maintenance file layout (current format) sent to DOR**

The following record description must be used by agencies when transmitting a file via the “Send File” option in TRIP to either establish debts (Tran type 1) or change debt balances (Tran type 2).

| Field Name               | Description   | Starting Position | Length | Field Type |
|--------------------------|---|-------------------|--------|------------|
| Transaction Type         | 1 = Establish Debt<br>2 = Change Debt Balance<br>3 = Change Address<br>5 = Inactivate Debt<br>6 = Activate Debt | 1                 | 1      | CHAR       |
| SSN                      | Social Security Number  | 2                 | 9      | CHAR       |
| Name                     | Taxpayer Last Name*   | 11                | 17     | CHAR       |
| Space                    |   | 28                | 1      |            |
| Name                     | Taxpayer First Name*  | 29                | 12     | CHAR       |
| Second Name              | Optional Last Name  | 41                | 17     | CHAR       |
| Space                    |   | 58                | 1      |            |
| Second Name              | Optional First Name   | 59                | 12     | CHAR       |
| Address                  | Street Address  | 71                | 30     | CHAR       |
| Post Office              | City  | 101               | 21     | CHAR       |
| State                    | State Abbreviation  | 122               | 2      | CHAR       |
| Zip Code                 | Zip Code  | 124               | 5      | CHAR       |
| Debt Number              | Must be blank for Tran type 1<br>Must be filled for Tran type 2   | 129               | 3      | CHAR       |
| Transaction Balance      | Account/Debt Balance  | 132               | 9      | DECIMAL    |
| Transaction Balance Sign | “+” for positive; “-” for negative  | 141               | 1      | CHAR       |
| ID Number                | Use number assigned by DOR  | 142               | 6      | CHAR       |



**Tip**

All name fields must be in ALL CAPS.

For Transaction Type 1’s, the following fields are required: Transaction Type; SSN; First and Last Name; Transaction Balance; Transaction Balance Sign; ID Number.

For all other Transaction Types, the Debt Number is also required.

## File Maintenance file layout (expanded format) sent to DOR

The following record description must be used by agencies when transmitting a file via the “**Send File**” option in TRIP to either establish debts (Tran type 1), change debt balances (Tran type 2), change the address of a debt (Tran type 3), inactivate a debt (Tran type 5), or activate a debt (Tran type 6).

| Field Name               | Description  | Starting Position | Length | Field Type |
|--------------------------|--|-------------------|--------|------------|
| Transaction Type         | 1 = Establish Debt<br>2 = Change Debt Balance<br>3 = Change Name/Address<br>5 = Inactivate Debt<br>6 = Activate Debt | 1                 | 1      | CHAR       |
| SSN                      | Social Security Number   | 2                 | 9      | CHAR       |
| FEIN                     | Federal Identification Number  | 11                | 9      | CHAR       |
| DLN                      | Drivers License Number   | 20                | 14     | CHAR       |
| AIN                      | Agency Internal Debt Number  | 34                | 20     | CHAR       |
| Last Name                | Taxpayer Last Name*  | 54                | 20     | CHAR       |
| Last Name Suffix         |  | 74                | 5      | CHAR       |
| First Name               | Taxpayer First Name*   | 79                | 20     | CHAR       |
| Middle Initial           |  | 99                | 1      | CHAR       |
| Organization Name        | Organization Name  | 100               | 30     | CHAR       |
| Second Name              | Optional Last Name   | 130               | 17     | CHAR       |
| Space                    |  | 147               | 1      |            |
| Second Name              | Optional First Name  | 148               | 12     | CHAR       |
| Address Line 1           | Street Address   | 160               | 40     | CHAR       |
| Post Office              | City   | 200               | 40     | CHAR       |
| State                    | State Abbreviation   | 240               | 2      | CHAR       |
| Zip Code                 | Zip Code   | 242               | 5      | CHAR       |
| Zip Code Extension       | Zip Code Extension   | 247               | 4      | CHAR       |
| Debt Number              | Must be blank for Tran type 1<br>Must be filled for Tran type 2,<br>3, 5 or 6  | 251               | 5      | CHAR       |
| Transaction Balance      | Account/Debt Balance   | 256               | 11     | DECIMAL    |
| Transaction Balance Sign | “+” for positive; “-” for negative   | 267               | 1      | CHAR       |
| Agency Number            | Assigned by DOR  | 268               | 3      | CHAR       |
| Agency Subunit Number    | Assigned by DOR  | 271               | 3      | CHAR       |



### Tip

All name fields must be in ALL CAPS.

For Transaction Type 1's, the following fields are required: Transaction Type; SSN or DLN and First and Last Name, or FEIN and Organization Name; Transaction Balance; Transaction Balance Sign; Agency Number; and Agency Subunit Number.

For all other Transaction Types, the Debt Number is also required.