


**GOVERNMENTAL ENTITY COLLECTIONS
FILE SUBMISSION FORM**

Email this completed form to SetoffDebt@dor.sc.gov when you submit each file, including originals and resubmissions.

Collection type:
 Setoff Debt GEAR

Claimant agency: _____

Agency ID#: _____

Setoff Debt/GEAR Coordinator: _____

 Purpose of data: Adds Updates Deletions

Type of file submitted via GoAnywhere

1. Text (.txt) **Preferred file format**
2. Microsoft Excel (.xlsx)

Number of records with debt data: _____ Amount of debt data: \$ _____

CERTIFICATION STATEMENT: I hereby certify on behalf of this organization that all debts submitted to the SCDOR for collection under this program(s) meets the requirements of the Setoff Debt Collection Act and/or SC Code Section §12-4-580, that the agency has complied with all requirements in SC Code Section §12-4-580 and/or the provisions of the Setoff Debt Collection Act, including those requiring notice to the debtor, and that the information contained in the accompanying file is, to the best of my knowledge and belief, true, correct, and complete.

Print Name

Signature

Date

Email

Phone number

File Submission Checklist

Use this checklist to complete the file submission process.

- ___ 1. Upload file to GoAnywhere
- ___ 2. Email the completed GEC-8 to SetoffDebt@dor.sc.gov
- ___ 3. Review GoAnywhere for reports the next business day
- ___ 4. Did you receive a records report? If not, go to #5
 - ___ a. Research records that were rejected
 - ___ b. Resubmit rejected records
- ___ 5. Did you receive an error report?
 - ___ a. Research and correct errors
 - ___ b. Resubmit the entire file
 - ___ c. Email the updated GEC-8 to SetoffDebt@dor.sc.gov

File Submission is successful only if you receive a records report.

Questions? We're here to help.

 Contact the Governmental Entity Collection Program at SetoffDebt@dor.sc.gov or 803-898-5755.