

## STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE GOVERNMENTAL ENTITY COLLECTIONS

**FILE SUBMISSION FORM** 

dor.sc.gov

Email this completed form to **SetoffDebt@dor.sc.gov** each time you upload a file to GoAnywhere.

## **CLAIMANT AGENCY INFORMATION -**

Agency name	Agency ID number	
Setoff Debt/GEAR coordinator name		
Check the applicable programs your organization is submitting files for		
Setoff Debt GEAR		

## FILE INFORMATION -

Number of records	Debt amount
Type of file format submitted in GoAnywhere	
Text (.txt - the SCDOR's preferred file format)	Microsoft Excel(.xlsx)
Purpose of file submission	
Additions Updates Deletions	

## CERTIFICATION -

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.

Agency Setoff Debt/GEAR coordinator name

Signature

Date

Email

Phone number