

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

Table of Contents

Program Introduction	2
Program Updates	2
Criteria for Participation.....	4
Electronic Warrant Exchange Overview	5
Electronic Warrant Exchange Details	8
Testing Process.....	9
Steps for Program Participation	11
Reconciliation Program.....	13
Payment Application	14
Attachment A: Agent Warrant File & Totals File Layouts	38
Attachment B: Agent Return File Layout	48
Attachment C: Tax Type Codes and Descriptions	51
Attachment D: Agent Reason Codes and Descriptions	52
Attachment E: Paper Sheriff Warrant with mapping to Agent Warrant File fields	57
Attachment G: Paper Agency Warrant with mapping to Agent Warrant File fields	58
Attachment H: Agent Return Error File	59
Attachment I: Agent Recon Warrant File	63
Questions and Answers	71

Indiana Department of Revenue

Collection Agent Electronic Warrant Exchange Implementation Guide

Program Introduction

This guide contains the information necessary for Collection Agents to electronically exchange warrant and lien information with the Indiana Department of Revenue (DOR). The term Collection Agent is used throughout this document as a generic name for any person, agency, or company that actively collects delinquent tax warrants for the Department of Revenue. Currently DOR forwards tax warrants for collection to the following Collection Agent categories:

- Sheriff Departments
- Collection Agencies

Collection Agents can request to be part of the Electronic Warrant Exchange program. This program allows for data to be transferred back and forth between DOR and the Collection Agent instead of mailing paper back and forth. The electronic warrant exchange program exists for the benefit of the Department and for the benefit of the Collection Agent. Benefits for Collection Agents to participate include:

- Information on warrants can be posted to the Collection Agent's existing systems eliminating the time necessary to type in the information by data entry clerks
- Exchange of data can be scheduled, resulting in known times of when the Collection Agent should receive new warrants and updates to existing warrants
- New and updated warrants can be received faster instead of waiting for the mail
- Savings in cost of mailing returned warrants

Program Updates

As of 09/27/2016

A new field was added to the Agent Warrant file so that they agent will know if IDOR has the address included in the file marked as 'Post Office Returned' (POR).

The Recon file includes the Total file layout now.

Indiana Department of Revenue Collection Agent Electronic Warrant Exchange Implementation Guide

Also Return Reason codes include the wording for the 53.

53- This warrant is being recalled by IDOR based on information that a discrepancy exists with the taxpayer's address. Please STOP all collection efforts immediately and return the warrant to the IDOR; any warrant funds collected and in your possession need to be submitted to the IDOR within (30) days.

As of 11/1/2014

The department is making changes to our billing process based on IC 6-8.1-8-17.

The department will no longer cancel a tax warrant with liability extract code of BIA in the situation where taxpayer (1) files a tax return subsequent to the issuance of the tax warrant; and (2) fails to remit the amount of the tax liability identified on an applicable tax return.

What will happen is the following:

- Last active notice will be recalled using a recall code 45,
- Tax liability will be updated to reflect a SAU Liability Extract Code, and all values will be updated based on the remaining amounts due,
- If a balance remains, a new notice will be issued to the current collection agent
- If an agent payment plan existed on the recalled warrant notice, it will remain on the new notice
- If for any reason there is no balance due after the update, the recall code will be updated to recall reason 06 which indicates it is not coming back as an update.

Also Return Reason code 45 has been updated.

As of 01/01/2013

The following changes have been made to update this document.

- The Section of Electronic Warrant Exchange Overview has been updated add additional information and clarification.
- Included in the document is an example of IDOR payment application.
- New Warrant Status codes of '50' and '51' added.

Indiana Department of Revenue Collection Agent Electronic Warrant Exchange Implementation Guide

- Collection Agency time for retaining warrants has been extended to the life of the contract, eliminating the recall for time prior to the end of the contract. Also the Collection Agency payment plan hold has also been extended also to the life of the contract.
- The Warrant Status Update Reason Codes and Descriptions has updated.

As of 10/18/2010

The following changes have been made to update this document.

- For the attachment A Agent Warrant file field 13 was clarified as to when a new notice due date is generated.
- For the reconciliation process, various fields have changed.
 - Field 8 the interest date was clarified to be the run date.
 - Field 19 description reference to field 8 Interest Date
 - Field 43 descriptions of the fields used to calculate this field had missed listing field 35 and remove the reference to field 50.
 - Field 55 The field content was changed to carry the total on the last notice sent to the agent.
 - Field 65 The field content was changed to have the date associated to when the last notice (field 45) was issued.
- The tax type chart was update to reflect new tax – WPC – Wireless Prepaid

As of 08/01/2009

The following changes have been made to update this document.

- When the agent makes a payment an updated warrant (reason codes of 33, 34, or 35) will be sent to the Collection Agent to indicate that his payment has been accepted and process.
- The return reason codes have been updated to reflect a new code of “U” and the date associated with the agent payment plan has been removed.
- The Agent Return File has been update to indicate that the Collection Agent payment plan has been denied because the Department has a hold on the warrant.
- A reconciliation process will be in place to allow for the Collection Agent to reconcile his file to the Department’s current warrants for the Agent.

Criteria for Participation

Indiana Department of Revenue Collection Agent Electronic Warrant Exchange Implementation Guide

In order to participate in the electronic warrant exchange program, the Collection Agent must be able to make the changes necessary to their system(s) to send and receive files as described in this document. The files will have fixed record lengths that can easily be read and processed using most computer programming languages. It is the responsibility of the Collection Agent to change their system to read and process the file(s) being sent by the DOR system and to return the necessary file(s) to DOR.

Collection Agents must also have the capability to exchange files with DOR via the use of Secure File Transfer Protocol (SFTP) to and from DOR's data server. If the Collection Agent cannot access this server then the Collection Agent will not be able to participate in this program. It is best to determine this as early in the process as possible since it is required to participate in the program. Another protocol might be established as an acceptable transfer means at a later date and Collection Agents will be notified of this availability.

A key component to successful implementation of the Electronic Warrant Exchange is thorough testing on both the Collection Agent's system and on the DOR's system. It is the responsibility of the Collection Agent to perform the testing on the Collection Agent's system. A Collection Agent will begin to receive production warrant information electronically only after testing has been completed as described in this document. At this point, the Collection Agent will be changed to be designated as electronic in DOR's system which indicates that paper will no longer be produced or accepted to/from the Collection Agent. However, if major issues arise from either DOR or the Collection Agent and it is deemed necessary to switch back to paper exchange, DOR can switch the collection agent in the system back to paper and all previous processes will resume.

One final requirement for participating in this program deals with the Collection Agent's final use of the receiving file. The Collection Agent must return warrants to DOR via this Electronic Warrant Exchange method. Collection Agents are not to print the warrants and return them via paper to DOR. The files being sent are not print files. The files are formatted such that a computer program can read them (fixed length fields –not delimited; one record = one warrant). If a Collection Agent receives warrants electronically, the Collection Agent must return warrants electronically.

Electronic Warrant Exchange Overview

When DOR evaluates that a taxpayer's liability is still active (not paid) and the current collection mechanism has expired, the taxpayer's liability becomes a New Warrant for a specific Collection Agent. A Notice Number is generated for each warrant. Each notice associated with the warrant will be used to track the activity associated with the warrant activity. Therefore, it is important to track warrants and their associated notice.

- For the non-electronic agents, DOR's system continues to print the New Warrant Notices on pink paper and mails the warrant to the Collection Agent.
- For the electronic agents, the department generates a 'New' Warrant Notice record (Attachment A) that will be sent to the agent in a file. The New Warrant Notice contains taxpayer information, tax information, warrant specific information, Collection Agent information, and amounts owed. But the agents should be able to produce a notice that mirrors the Department's notice from data as was sent from the Department for any taxpayer requiring documentation (Attachment E and Attachment G).

Indiana Department of Revenue Collection Agent Electronic Warrant Exchange Implementation Guide

If DOR at a later date determines there are circumstances whereby the warrant should be returned to the Collection Agent for collection, the prior Warrant Notice is recalled by DOR, and a new Warrant Notice is generated. A new notice with a new notice number for the same warrant is generated, with a new notice due date. The amounts on the warrant will be updated to reflect current balances. Because of activity like the reissue of new warrants, DOR recommends that the agent retain the information on the taxpayer 6 months before removing the warrant from the Collection Agents records. **Also it is very important the agents process the electronic file in the same order as the data was sent on the file.**

The Collection Agent receiving the New Warrant pursues the warrant for collections. The Collection Agent then sends payments collected on warrants to DOR for which DOR then returns a warrant status transaction. The warrant status transaction can be an Updated Warrant (Attachment A) if the warrant is not paid in full, or a Recall Warrant (Attachment A), if the warrant is paid in full. If money is due to the Collection Agent, a check along with a voucher identifying the particular warrant is sent to the Collection Agent.

If, for any reason, the Collection Agent will not be collecting on the warrant, the Agent must return the warrant back to DOR. The Agent must also return the warrant if the Department of Revenue sends a Warrant Status letter requesting the warrant to be returned (referred to as Recalled Warrants Attachment A – DOR requesting the Recall of the warrant notice / Attachment B – Agent’s notification of the Warrant Notice being returned to DOR). Warrants will be recalled for various reasons. **Agents must comply with the recalls and return requests, and release the warrant back to DOR.**

When DOR receives payments from other sources other than the Collection Agent, warrant status letters for the non-electronic Collection Agents are sent to the Collection Agent. These are referred to as Updated Warrants (Attachment A) in this document. Updated Warrants will also be sent if the Collection Agent was the one who sent in the payment. The DOR system issues the Warrant Status letter for both Recalled Warrants and Updated Warrants. When the Collection Agent returns the warrant, then DOR updates the system to indicate that the warrant has been returned. If the agent places the taxpayer on a payment plan, the agent should notify DOR (see - Agent Reason Codes and Descriptions, Field 15 in the Agent Return File). Once DOR receives the request electronically, they will validate that the warrant is still in the position to be placed on the agent payment plan (in case of timing issues). If the warrant is ‘ok’ to be placed on the agent payment plan, the agent payment plan will be marked in IDOR’s system. If there are reasons that the warrant cannot or should not be set, the agent will receive a record back in the Agent Return Error file (Attachment H). The agent payment plan holds are only set for 365 days for Sheriffs. For Collection Agencies, the payment plan holds will be extended to the end of the contract period.

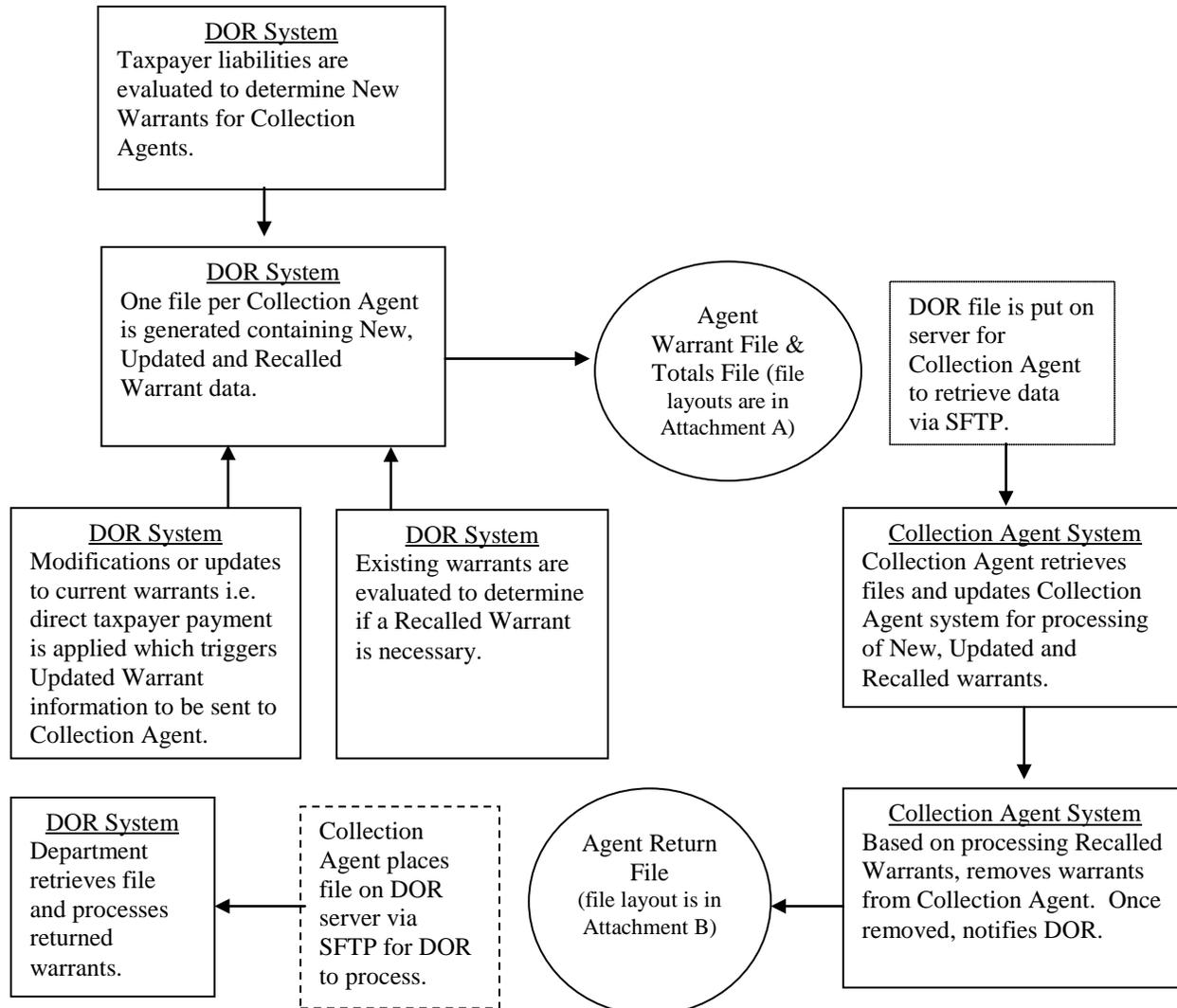
Benefits of the Electronic Warrant Exchange:

The Electronic Warrant Exchange program removes printing of New Warrants and Updated Warrants and removes the keying of Recalled Warrants. Instead, files containing the data are exchanged.

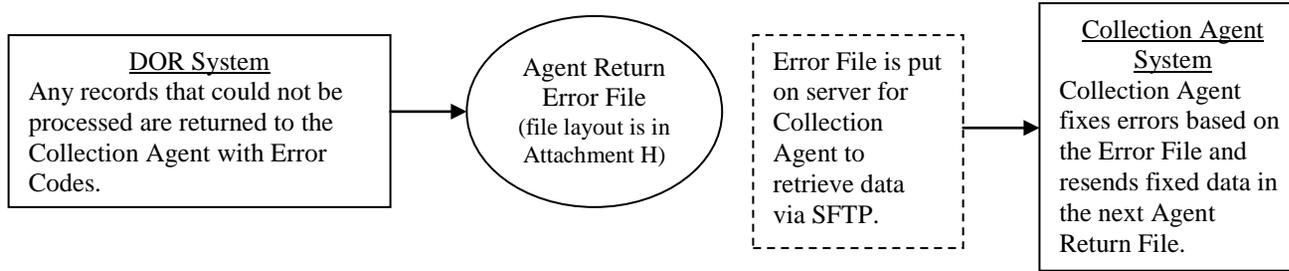
**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

Electronic Warrant Exchange Diagram:

The diagram below demonstrates the data exchange flow:



Indiana Department of Revenue Collection Agent Electronic Warrant Exchange Implementation Guide



Electronic Warrant Exchange Details

Three files will need to be exchanged. The files the Collection Agent will receive are the Agent Warrant File and the Totals File. The one in which the Collection Agent will send is the Agent Return File. The Agent Warrant File contains the data that previously printed on Warrants and Warrant Status Letters. The Totals File contains record counts based on the records in the Agent Warrant File for file transfer and system balancing purposes. The data required in the Agent Return File consists of an agent reason code for why the warrant is being returned and enough key information for DOR's system to find the warrant to mark it as returned. Both file layouts can be seen in Attachments A and B. Descriptions of the titles to the columns in both file layout documents are as follows:

- **Field Nbr** – a unique number for each field in the file
- **Field Description** – a title for each field in the file
- **Field is Required or Optional** –if an 'R' exists in this column, then data is required in this field in the file (cannot be blank or generic). If an 'O' exists, then the field can be left blank (zeroes if field is numeric, spaces if field is alphanumeric). If the field is required on the Agent Return File, then the Collection Agent must be storing the data on their system. Otherwise, there would be no way for the Collection Agent to be able to return this information. It is required by DOR so that DOR's system can match to a unique record.
- **Def** – this defines whether the field is alphanumeric or numeric and how long the field is. 'X' means alphanumeric and '9' means numeric. The value in the parenthesis is the length of the field. E.g. Record ID has 'X(4)' which means it is alphanumeric with a length of 4. Alphanumeric fields must be left justified in the file with spaces filling the length. E.g. the Record ID field in the Agent Warrant File has a value of 'GW'. In the file the value will be 'GW ' (2 spaces following GW). Numeric fields must be right justified with leading zeros. E.g. Liability Nbr has

Indiana Department of Revenue Collection Agent Electronic Warrant Exchange Implementation Guide

9(12) which means numeric with a length of 12. If the liability number is '123456789' then the field will contain '000123456789' to fill all 12 spots of the length. Numeric fields may also have formatting information included in the Def column. A value of s9(11)v99 means that the number will have a leading sign (designated by the 's'), will be numeric (designated by the first '9'), will be a length of 11 for the value before the decimal, and will have 2 decimal places included in the value (designated by the v99). I.e. Original Base Tax has 's9(11)v99'. If the value is \$100.45 then this field will contain '+0000000010045'.

- Size – this clarifies the length of the field as defined under Def. It is the actual number of spaces that the field takes in the record.
- Decimal – for numeric fields, this contains the number of decimal places that the field has. The program that processes the file must handle formatting.
- Begin – this contains the placement in the record in which this field begins. E.g. in the Agent Warrant File, Joint Taxpayer TID contains '15' in the Begin column. That is because Record ID takes spaces 1 through 4 and Taxpayer TID takes spaces 5 through 14. Joint Taxpayer TID starts in spot 15 and ends at 24.
- Written Field Description – this contains any more information that is necessary to help explain what the field contains in the file.

Each record in the Agent Warrant File will be unique based on Liability Number, Taxpayer Identification Number (TID), Warrant Number and Notice Number. These are key fields that the Collection Agent must store in their system so that when warrants are returned by the Collection Agent in the Agent Return File, DOR's system can match to the warrant that is being returned.

To further define the data fields that are in the Agent Warrant File, each Field Nbr has been typed onto a paper warrant for each Collection Agent type. This provides a map and is included in Attachment E for Sheriffs and Attachment G for Collection Agencies. A warrant for a joint taxpayer can be seen on Attachment E. A warrant for a business can be seen on Attachment G.

Testing Process

In order for production files to be transferred and processed successfully by both DOR and the Collection Agent, a thorough test must be completed. The steps required during testing are as follows:

- 1) First test file exchange is the Agent Warrant File and the Totals File from DOR. It will be a file of all New Warrants.

File will consist of:

- Single Individual Taxpayers
- Joint Individual Taxpayers
- Business Taxpayers with only Primary name
- Business Taxpayers with DBA name in addition to the Primary Name
- Taxpayer will have various combinations of the base tax balance, penalty balance, and interest balances greater than zero and some with zero balances.

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

- 2) Second test file exchange is an additional Agent Warrant File and the corresponding Totals File from DOR and will consist of New Warrants, Updated Warrants, and Recalled Warrants. File will consist of:
 - Updated Warrants due to payments to one or more of the New Warrants sent on the first file. The payments are from sources other than the Collection Agent since Updated Warrants will not be sent based on payments from the Collection Agent.
 - Recalled Warrants based on full payments received on one or more of the New Warrants sent on the first file.
 - Recalled Warrants on one or more of the New Warrants sent on the first file for a reason other than payment.
 - Additional New Warrants, which will include responsible officer billings.
- 3) The last test file is from the Collection Agent and should contain the recalls based on the Recalled Warrants from the prior file. Prior to the last test file, IDOR will identify 2 or 3 warrant that should have an agent payment plan on set.

An example scenario that will be tested is as follows:

Day	Action	Data:	
1	DOR sends a New Warrant in the Agent Warrant File to the Collection Agent	Agent Warrant File #1	
		TID(2)	0000011111
		Joint TID(3)	
		Location #(5)	001
		Liability #(4)	199912345678
		Warrant #(12)	12345678
		Notice #(48)	9900022222
		Status(76)	N
		Amount	1000.00 (Total)
2	DOR receives a payment from a State Offset which reduces the liability partially	Offset Payment	400.00
3	DOR sends a request for the original warrant to the Collection Agent to be returned because of the State Offset. This is a Recalled Warrant being sent in a second Agent Warrant File.	Agent Warrant File #2	
		TID(2)	0000011111
		Joint TID(3)	
		Location #(5)	001
		Liability #(4)	199912345678
		Warrant #(12)	12345678
		Notice #(48)	9900022222
		Status(76)	R
		Amount	

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

Day	Action	Data:	
3	DOR sends a New Warrant in the same second Agent Warrant File since the State Offset reduced the amount owed. Note that the warrant number is the same but the notice number is different. Both the warrant number and the notice number must identify a warrant.	TID(2)	0000011111
		Joint TID(3)	
		Location #(5)	001
		Liability #(4)	199912345678
		Warrant #(12)	12345678
		Notice #(48)	4444444444
		Status(76)	N
		Amount	600.00
4	Agent returns warrant with the notice number of: 9900022222 to DOR via sending it in the Agent Return File.	Agent Return File	
		TID(4)	0000011111
		Joint TID(5)	
		Location #(7)	001
		Liability #(6)	199912345678
		Warrant #(8)	12345678
		Notice #(9)	9900022222

Steps for Program Participation

Below contains a suggested order and timeline of activities that will need to take place to become active in the Electronic Warrant Exchange.

Step	Action	Responsibility	Example Timeframe
1.	Contact DOR to express interest in the program after reading this document.	Collection Agent	Collection Agent dependent

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

Step	Action	Responsibility	Example Timeframe
2.	Provide DOR with an estimated date on when the Collection Agent will have Collection Agent computer systems created/changed ready for testing all necessary files. When the Collection Agent determines this date, it is suggested to take into account all programming and internal testing time that the Collection Agent will need prior to testing directly with DOR.	Collection Agent	Collection Agent dependent
3.	DOR will evaluate the estimated date and determine if DOR has resources available to begin testing on that date. DOR and the Collection Agent will need to agree on the start date of testing.	Both DOR and the Collection Agent	Test Date is set and agreed upon
4.	DOR sends Collection Agent: <ul style="list-style-type: none"> • Information on using the SFTP server. • Sample files with 2 records for Collection Agent to use for understanding of file layouts 	DOR	Within a week of Step 2
5.	Collection Agent tests use of SFTP server using sample file provided by DOR	Collection Agent	Within a week of Step 4
6.	Collection Agent creates system programs and tests using sample test files	Collection Agent	Collection Agent dependent but before agreed upon Test Date
7.	DOR sends Collection Agent a System Test file of New Warrants only	DOR	On Test Date
8.	Collection Agent tests receiving and processing New Warrant file and notifies DOR of any problems or if successful	Collection Agent	Within a week from Test Date
9.	DOR sends Collection Agent a 2 nd System Test file of more New Warrants and of Updated and Recalled Warrants (updates and recalls to some of the warrants that were sent previously in step 7)	DOR	Within a couple of days from notification of successful processing of step 8
10.	Collection Agent tests receiving and processing the data in the 2 nd System Test file and notifies DOR of any problems or if successful	Collection Agent	Within a week from step 9

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

Step	Action	Responsibility	Example Timeframe
11.	Collection Agent sends DOR a System Test file of Returned Warrants based on the Recalled Warrants in the file sent in step 9	Collection Agent	Within a week from step 10
12.	DOR tests the Returned Warrants file and notifies Collection Agent of any problems or if it was successful	DOR	Within a week from step 11
13.	Collection Agent makes changes if necessary and step 11 resumes	Collection Agent	Within a week from step 11
14.	Once all testing is successfully completed, the Collection Agent will be notified of their approval. At this time both the Collection Agent and DOR must agree upon a date for the first production file run.	DOR & Collection Agent	Production Date is set (must be at least 2 business days after testing is successful)
15.	On the day of the Production Date, the Collection Agent is switched in DOR's system to be designated as part of the Electronic Warrant Exchange program.	DOR	Production Date
16.	First production file exchanged	DOR	Production Date

It is anticipated that the testing process could take 5 weeks to complete. Some Collection Agents may be faster if testing and turnaround proceeds quickly and some will be slower depending on the number of problems identified.

Reconciliation Program

The reconciliation program will allow the Collection Agent to synchronize their data with the Department. When the program runs, the agent will receive a file (Attachment I) with the current list of warrants that the Department has for the Collection Agent, with the current balances and if the Collection Agent has placed a agent hold on the warrant, or if the warrant has been recalled by the Department. Note: The Department understands that there will be timing issue that will cause discrepancies, but for the warrants that should be returned to the Department, the data that should be returned daily in the Agent return file.

Indiana Department of Revenue Collection Agent Electronic Warrant Exchange Implementation Guide

Payment Application

Over the years there have been many questions concerning how payments are to be applied to the liabilities when the Indiana Department of Revenue (IDOR) receives monies from the Department's agents (Sheriffs or Collection Agencies). This section was added to Implementation Guide to help explain the payment application processing rules.

Terms:

Clerk Costs – The costs for each liability warrant filed with the Clerks. The clerk cost can increase based upon various actions, i.e. taxpayer moving to another county therefore a lien needs to be placed in the new county, renewal of notice, etc.

Collection Date – This is the date the collection agent (Sheriff or Collection Agency) collected the monies on; therefore, the date that the interest was calculated to for the purpose of determining the payment and its allocation. The Sheriff or Collection Agent will supply this for each payment sent to the Department or the department will default to the system date, which will cause a discrepancy between the agents and the Department's balances.

Damages – The amount of monies the Collection Agency will be paid for collecting on the liability notice. Note: for the Collection Agents this amount was decided based upon the contract. It is important to note that there is a maximum dollar amount for damages per the notice.

Payment – This is the total dollars that will be credited to taxpayer's liability when collected by the Department's Agent. This will include the amount remitted to the Department and any Retained Fees/Damages; therefore the sum of the remittance amount plus retained fee/damages will equal the Payment.

Remittance – The amount of the monies that are actually submitted by the agent to IDOR. This money will not include any monies that are retained by the agent for damages.

Retain Fees/Damages – This is portion of the monies that the agent will retained based upon the amount of money that they will be paid for collecting for the Department.

Sheriff Fees – This is the portion the sheriff will be paid for collecting on a liability for the Department. .

Basic Rules:

Indiana Department of Revenue Collection Agent Electronic Warrant Exchange Implementation Guide

Payment application is based up the current warrant notice that is sent to the agent. Therefore it is important to note when a 'new' notice is sent. A new notice number (Attachment A, Field 48 – Notice Number) will be issued for new notices plus the 'status code' (Attachment A, Field 76 – Status Code) will be set to the value of 'N'. Again it should be stated again that a warrant could be recalled for instances when the Department is investigating or pursuing the liability, but a new notice (new notice number) will be generated for previously issued warrant number.

The payment is amount the taxpayer will be given credit for when the payment is applied to their liability notice.

Any fees that are retained by the agent will be adjusted on the voucher for the amount over retained or under retained as the payments are applied to the taxpayer's liability.

Steps;

- 1) Calculate the Collection Agency portion of the damages and apply the calculated portion of the payment to damages. Note the liability upon the collection date had to still be a warrant with the collecting Collection Agency or monies the Department determine the Collection Agent is entitled i.e. during certain times the Collection Agency made be paid for IDOR's payment plans.
 - i) The amount to apply to the damages is percentage calculated by taking the Collection Agent Damages on the Notice (Attachment A, Field 38 Agency Damages) divided by the Notice Total Amount (Attachment A, Field 62 Total Notice Amount). Note this will not be the same as the percentage used to calculate the damages as they were calculated on the notice initially.
- 2) After the amount applied to Collection Agency damages (step 1) have been subtracted from the payment, apply the portion of the balance of the payment to penalty.
- 3) After the allocated penalty has now been subtracted from the remaining payment, apply the portion of the balance of the payment to interest. When the notice was sent the interest was calculated up to the date on the Notice (Attachment A, Field 8 Notice/Interest Date). Additional interest will have to calculate to collection date supplied to the department if beyond the Notice Interest date.
- 4) After the allocated interest is subtracted from balance of the payment, the clerk costs will be paid.
- 5) The balance of the payment is now going to be applied to the collection fee/Sheriff Fees and the remaining base tax balance. To calculate the portion to apply to collection fee/Sheriff Fee the remaining balance after the above allocations have been applied is multiplied by .0909. The calculated portion is applied to the collection fee/Sheriff Fee.
- 6) The remaining portion after the collection fee/Sheriff Fees have been subtracted from the payment is then applied to the base tax.
- 7) Any portion of payment remaining after base tax allocation, then the remaining can be applied to other liabilities, if they are still open, otherwise the remaining will be placed on the applied to this liability base tax. Contact the Department for help here.

EXAMPLES:

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

SHERIFF Payment Allocations

Liability 2011-87654321

Warrant 335242

Notice # 2012-454512344

On 05/29/2012, IDOR issues a bill to sheriff.

Notice Figures:

Base Tax	\$ 18,000.00	
Interest (30 Days) 5/29/2012	\$ 343.90	
Penalty	\$ 1,800.00	Based upon an Interest rate of 4% for 2012 and with a daily rate (4%/365) of .000109589 for a non leap year.
Collection Fee	\$ 1,800.00	
Clerk Fee	\$ 21.00	
Total to State	\$ 21,964.90	
Collection Agent Damages		Does not apply to a Sheriff Warrant.
Total Debt (Notice Amount)	\$ 21,964.90	

Using this example, the Sheriff sends IDOR payments.

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

Notice Balances

		Balance	Base Tax	Interest	Penalty	Collection /Sheriff Fee	Clerk Fee	Agent Damages	Remain Remittance Balance	Retained Fees
05/29/2012		\$21,964.90	\$ 18,000.00	\$ 343.90	\$ 1,800.00	\$ 1,800.00	\$ 21.00			

1) First payment is received by IDOR from the agent
The taxpayer is credited for payment of \$5000.00
The remittance submitted is \$4,700.00 because the Sheriff retaining damages of \$300.00 with the collection date of 5/8/2012
Determine if any additional Interest will need to be calculated, if so, calculate.
1.1) Payment application to damages
1.2) Penalty application

05/08/2012	\$ 5,000.00									\$ 300.00
								\$ -	\$ 5,000.00	
					\$ 1,800.00				\$ 3,200.00	

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

2) Balances - After the Payment application	Balance	\$ 11,991.80	\$ 10,901.64					\$1,090.16			
<p>3) Payment is received by IDOR from the sheriff The taxpayer is credited for payment of \$5000.00 The remittance submitted is \$4,548.70 because the Sheriff retaining damages of \$451.30 with the collection date of 7/15/2012 Determine if any additional Interest will need to be calculated, if so, calculate. In the scenario additional Interest would be calculated from the notice dt of interest 06/15/2012, up to 07/15/2012 base upon the base tax balance of \$10,901.64)</p> <p>3.1.) Payment application to damages</p> <p>3.2) Penalty application</p> <p>3.3) Interest application</p> <p>3.4) Clerk Costs</p> <p>3.5.a) Collection/Sheriff Fee application (4694.26 * .09091)</p>	07/15/2012	\$ 5,000.00								\$ 451.30	
											\$ 35.74
											\$ 5,000.00
											\$ 5,000.00
											\$ 35.74
											\$ 4,964.26
										\$ 4,964.26	
										\$ 451.30	
										\$ 4,512.96	

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

4.2) Penalty application								\$ 5,000.00	
4.3) Interest application			\$21.64					\$ 4,978.36	
4.4) Clerk Costs								\$ 4,978.36	
4.5.a) Collection/Sheriff Fee application (4978.36 *.09091)					\$ 452.58			\$ 4,525.78	
4.5.b) The sheriff retained the correct amount Of fees. The taxpayer will be credit for the payment amount not the remittance.									\$ -
4.6) Base Tax Application		\$ 4,525.78							
4.7) Application of any remaining remittance									
4) Balances - After the Payment application									
	Balance	\$ 2,049.18	\$ 1,862.90			\$ 186.28			

5) Payment is received by IDOR from the agent The taxpayer is credited for payment of \$2055.49 The remittance submitted is \$1869.21 because the Sheriff retaining damages of \$186.28 with the collection date of 9/15/2012	09/15/2012	\$ 2,055.49								\$ 186.28
---	------------	-------------	--	--	--	--	--	--	--	-----------

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

Determine if any additional Interest will need to be calculated, if so, calculate. In the scenario additional Interest would be calculated from the notice dt of interest 8/15/2012, up to 9/15/2012 base upon the base tax balance of \$1862.90)

5.1) Payment application to damages

5.2) Penalty application

5.3) Interest application

5.4) Clerk Costs

5.5.a) Collection/Sheriff Fee application (2049.18 * .09091)

5.5.b) The sheriff retained the correct amount Of fees. The taxpayer will be credit for the payment amount not the remittance.

5.6) Base Tax Application

5.7) Application of any remaining remittance

5) Balances -After the Payment application

Balance

			\$ 6.31					
							\$ 2,055.49	
							\$ 2,055.49	
			\$ 6.31				\$ 2,049.18	
							\$ 2,049.18	
					\$ 186.28		\$ 1,862.90	
		\$ (0.00)					\$ 1,862.90	
	\$ 1,862.90	\$ 1,862.90						

COLLECTION AGENT Payment Allocations

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

Liability 2011-12345678

Warrant 9876543

Notice # 2012-741852963

On 05/29/2012, IDOR issues a bill to collection agent.

In this example, the Agent's Damages were calculated based upon a percentage of 12%.

Notice Figures:

Base Tax	\$ 27,000.00	
Interest (30 Days) 5/29/2012	\$ 515.86	
Penalty	\$ 2,700.00	Based upon an Interest rate of 4% for 2012 and with a daily rate (4%/365) of .000109589 for a non leap year.
Collection Fee	\$ 2,700.00	
Clerk Fee	\$ 21.00	
Total to State	\$ 32,936.86	
Collection Agent Damages	\$ 3,625.90	
Total Debt (Notice Amount)	\$ 36,562.76	

Using this example, the agent sends IDOR payments.

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

Notice Balances

	Payment	Balance	Base Tax	Interest	Penalty	Collection Fee	Clerk Fee	Agent Damages	Remaining Payment Balance	Retained Fees
05/29/2012		\$ 36,562.76	\$ 27,000.00	\$ 515.86	\$ 2,700.00	\$ 2,700.00	\$ 21.00	\$ 3,625.90		\$ -

Note: the Agent percentage is 10% for this payment application

1) First payment is received by IDOR from the agent
The taxpayer is credited for payment of \$5000.00
The remittance submitted is \$4,492.37
because the Collection Agent retaining damages of 507.63
with the collection date of 5/8/2012

05/08/2012	\$ 5,000.00									\$507.63
------------	-------------	--	--	--	--	--	--	--	--	----------

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

Determine if any additional Interest will need to be calculated, if so, calculate.

1.1.a) Payment application to damages.

5000 * (365.90/36562.76)

1.1. b) The agent over retained the fees therefore the agent should an over retain amount on the voucher for this payment. The taxpayer will be credit for the payment amount not the remittance.

1.2) Penalty application

1.3) Interest application - The interest is paid to date of collection date of 5/12/2012. (Note: the interest on the notice was calculated 5/29/2012 and the payment is before the interest date so no additional interest was calculated.)

1.4) Clerk Costs

1.5) Collection Fee application i.e. 1329.26 * .9091

						\$ 495.85	\$ 4,504.15	
								\$(11.78)
			\$ 2,700.00				\$ 1,804.15	
		\$ 453.89					\$ 1,350.26	
					\$ 21.00		\$ 1,329.26	
				\$120.84			\$ 1,208.42	

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

1.6) Base Tax Application

1.7) Application of any remaining remittance

1) Balances After the Payment application. Note this would include the additional unpaid interest.

Balances

	\$ 1,208.42						\$ -	
	\$3 1,562.76	\$ 25,791.58	\$ 61.97		\$ 2,579.16		\$ 3,130.05	

2) Payment is received by IDOR from the agent
The taxpayer is credited for payment of \$5000.00
The remittance submitted is \$4,492.37 because the Collection Agent retaining damages of 507.63 with the collection date of 6/15/2012

06/15/2012	\$ 5,000.00									\$ 507.63
------------	-------------	--	--	--	--	--	--	--	--	-----------

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

Determine if any additional Interest will need to be calculated, if so, calculate. In the scenario additional Interest would be calculated from the notice date of interest 5/30/2012, up to 6/15/2012 base upon the base tax balance of \$25,791.58)

2.1. a) Payment application to damages 5000 * (365.90/36562.76)

2.1. b) The agent over retained the fees therefore the agent should an over retain amount on the voucher for this payment. The taxpayer will be credit for the payment amount not the remittance.

2.2) Penalty application

2.3) Interest application

2.4) Clerk Costs

2.5) Collection Fee application i.e. 4397.04 * .9091

2.6) Base Tax Application

2.7) Application of any remaining remittance

		\$ 107.11						
						\$ 495.85	\$ 4,504.15	
								\$(11.78)
			\$ -				\$ 4,504.15	
		\$ 107.11					\$ 4,397.04	
					\$ -		\$ 4,397.04	
				\$ 399.73			\$ 3,997.31	
	\$ 3,997.31						\$ -	

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

2) Balances - After the Payment application

Balance	\$ 26,607.90	\$ 21,794.27			\$ 2,179.43		\$ 2,634.20		
---------	--------------	--------------	--	--	-------------	--	-------------	--	--

3) Payment is received by IDOR from the agent
The taxpayer is credited for payment of \$5000.00
The remittance submitted is \$4,492.37 because the Collection Agent retaining damages of \$495.85 with the collection date of 7/15/2012
Determine if any additional Interest will need to be calculated, if so, calculate. In the scenario additional Interest would be calculated from the notice date of interest 06/15/2012, up to 07/15/2012 base upon the base tax balance of \$21,794.27)
3.1. a) Payment application to damages 5000 * (365.90/36562.76)

07/15/2012	\$ 5,000.00									\$ 495.85
				\$ 71.46						
								\$ 495.85	\$ 4,504.15	

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

Determine if any additional Interest will need to be calculated, if so, calculate. In the scenario additional Interest would be calculated from the notice date of interest 7/15/2012, up to 8/15/2012 base upon the base tax balance of \$17,764.56)

- 4.1. a) Payment application to damages 5000 * (365.90/36562.76)
- 4.1. b) Payment application to damages for the retained fees.
- 4.2) Penalty application
- 4.3) Interest application
- 4.4) Clerk Costs
- 4.5) Collection Fee application
- 4.6) Base Tax Application
- 4.7) Application of any remaining remittance

Balance

		\$ 60.19							
						\$ 495.85	\$ 4,504.15		
									\$ (0.00)
			\$ -				\$ 4,504.15		
		\$ 60.19					\$ 4,443.96		
					\$ -		\$ 4,443.96		
				\$ 404.010			\$ 4,039.96		
	\$ 4,039.96						\$ -		
4) Balances - After the Payment application	\$ 16,739.55	\$ 13,724.60	-	-	\$ 1,372.45	-	\$ 1,642.50		

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

5) Payment is received by IDOR from the agent
The taxpayer is credited for payment of \$5000.00
The remittance submitted is \$4,492.37
because the Collection Agent retaining damages of \$495.85 with the collection date of 9/15/2012

Determine if any additional Interest will need to be calculated, if so, calculate. In the scenario additional Interest would be calculated from the notice date of interest 8/15/2012, up to 9/15/2012 base upon the base tax balance of \$13,724.60)

5.1. a) Payment application to damages
 $5000 * (365.90/36562.76)$

5.1. b) Payment application to damages for the retained fees.

5.2) Penalty application

09/15/2012	\$ 5,000.00									\$ 495.85
					\$ 46.50					
								\$495.85	\$ 4,504.15	
										\$ (0.00)
					\$ -				\$ 4,504.15	

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

5.3) Interest application			\$ 46.50					\$ 4,457.65	
5.4) Clerk Costs						\$ -		\$ 4,457.65	
5.5) Collection Fee application					\$ 405.24			\$ 4,052.41	
5.6) Base Tax Application		\$ 4,052.41						\$ -	
5.7) Application of any remaining remittance									
5) Balances - After the Payment application	Balance	\$ 11,786.05	\$ 9,672.19	-	-	\$ 967.21	-	\$ 1,146.65	

<p>6) Payment is received by IDOR from the agent The taxpayer is credited for payment of \$5000.00 The remittance submitted is \$4,492.37 because the Collection Agent retaining damages of \$495.85 with the collection date of 10/15/2012 Determine if any additional Interest will need to be calculated, if so, calculate. In the scenario additional Interest would be calculated from the notice date of interest 9/15/2012, up to 10/15/2012 base upon the</p>	10/15/2012	\$ 5,000.00								\$ 495.85
										\$ 31.71

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

base tax balance of
\$9,672.19)

6.1. a) Payment application to damages 5000 * (365.90/36562.76)
6.1. b) Payment application to damages for the retained fees.
6.2) Penalty application
6.3) Interest application
6.4) Clerk Costs
6.5) Collection Fee application
6.6) Base Tax Application
6.7) Application of any remaining remittance

Balance

						\$ 495.85	\$ 4,504.15		
								\$ (0.00)	
			\$ -				\$ 4,504.15		
		\$ 31.71					\$ 4,472.44		
					\$ -		\$ 4,472.44		
				\$ 406.59			\$ 4,065.85		
	\$ 4,065.85						\$ -		
6) Balances - After the Payment application	\$ 6,817.76	\$ 5,606.34	-	-	\$ 560.62	-	\$ 650.80		

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

7.6) Base Tax Application		\$ 4,077.41						\$ -	
7.7) Application of any remaining remittance									
7 Balances - After the Payment application	Balance	\$ 1,836.75	\$ 1,528.93	\$ -	\$ -	\$ 152.87	\$ -	\$ 154.95	

<p>8 Payment is received by IDOR from the agent The taxpayer is credited for payment of \$1836.75 The remittance submitted is \$1681.77 because the Collection Agent retaining damages of \$154.98 with the collection date of 12/15/2012 Determine if any additional Interest will need to be calculated, if so, calculate. In the scenario additional Interest would be calculated from the notice date of interest 11/15/2012, up to 12/15/2012 base upon the base tax balance of \$1,528.93)</p> <p>7.1. a) Payment application to damages 1841.76*</p>	12/15/2012	\$ 1,841.76							\$ 154.98
				\$ 5.01					
							\$ 154.95	\$1,686.81	

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide**

(365.90/36562.76)

7.1. b) Payment application to damages for the retained fees.

7.2) Penalty application

7.3) Interest application

7.4) Clerk Costs

7.5) Collection Fee application

7.6) Base Tax Application

7.7) Application of any remaining remittance

7 Balances - After the Payment application

Balance

								\$ (0.00)
							\$ 1,686.81	
		\$ 5.01					\$ 1,681.80	
							\$ 1,681.80	
					\$ 152.87		\$ 1,528.93	
	\$ 1,528.93						\$ -	
	\$0.00	\$0.00	-	-	-	-		

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment A: Agent Warrant File Layout
Detail File

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
1	Record Id	R	x(4)	4		1	Value will be a Data Constant: 'GW[space][space]'
2	Taxpayer TID	R	9(10)	10		5	Key that is 10 numeric digits that DOR assigns to every taxpayer, individual and business. Note: Individual taxpayers that have businesses will have a separate TID for their individual registration and business registration. This must contain the primary taxpayer's TID (joint TID is contained in field #3)
3	Joint Taxpayer TID	O	9(10)	10		15	For joint liabilities, this will contain the Joint Taxpayer (non-primary) TID. TID is the Indiana assigned 10 digit number.
4	Liability Nbr	R	9(12)	12		25	The number assigned to debt owed to DOR. The number can be 9 digits for liabilities converted from a prior system (will be right justified with preceding zeros) or 12 digits for liabilities established within the current system. The liability can have multiple taxpayers associated with it. For example, joint taxpayer relationships will have 1 liability with 2 unique TID's (one per taxpayer) associated with the liability. One business liability can also have multiple TIDs associated with it since business responsible officers can each be billed for the same business liability.
5	Business Location Nbr	O	x(3)	3		37	If the Taxpayer(s) associate with this warrant are individuals, this field will contain zeroes (000). If the taxpayer associated with this warrant is a business, this field will contain a number (000 to 999) that has been assigned to this taxpayer's location.
6	Tax Type Name	O	X(30)	30		40	A long description for the tax type (e.g. Individual, Corporate, etc.). For a list of tax type codes and descriptions see Attachment C.
7	Filler	O	X(25)	25		70	This field is no longer used. It will contain spaces.
8	Notice/ Interest Date	R	9(08)	8		95	The date that interest on this notice is calculated up to. Date Format: MMDDYYYY (Most likely the warrant was issued 30 days prior to this date)
9	Collection Agent ID	R	9(04)	4		103	The DOR assigned agent identifier for this Collection Agent. It is unique within an agent type.

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment A: Agent Warrant File Layout
Detail File

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
10	Collection Agent Type	R	X(01)	1		107	One character value distinguishing the Collection Agent type. Data values are as follows: 'S' for Sheriff / 'L' for Attorney / 'A' for Collection Agent
11	Liability Period End Date	R	9(08)	8		108	The date the account period for which the bill is in ends. Date Format: MMDDYYYY
12	Warrant Number	R	9(08)	8		116	The number assigned when a liability advances to the stage of being filed with a county clerk for liens to be place on the property of the tax paying entity.
13	Notice Due Date	R	9(08)	8		124	The assigned due date of this warrant notice. Date Format: MMDDYYYY For each 'new' the notice due date will change to allow the agent additional time to collect the warrant.
14	Filler	O	X(14)	14		132	This field is no longer used. It will contain spaces.
15	Base Tax Balance	R	s9(11)v99	14	2	146	The remaining balance of base tax owed on the debt. This will be decremented as payments are applied to base tax.
16	Penalty Balance	O	s9(11)v99	14	2	160	The remaining balance of penalty owed on the debt. This will be decremented as payments are applied to penalty.
17	Filler	O	X(14)	14		174	This field is no longer used. It will contain spaces.
18	Liability Stage	R	X(05)	5		188	The current warrant stage the bill is in. Data Value: 'WAR-S' when assigned to a sheriff for collection and 'WAR-A' when assigned to a collection agency for collection.
19	Interest Balance	O	s9(11)v99	14	2	193	The amount owed in interest up to the Notice/Interest Date.
20	Filler	O	X(14)	14		207	This field is no longer used. It will contain spaces.
21	Filler	O	X(14)	14		221	This field is no longer used. It will contain spaces.
22	Filler	O	X(03)	3		235	This field is no longer used. It will contain spaces.
23	Joint Taxpayer Type Code - Individual or Business Name break down	R	x(01)	1		238	One digit field that indicates whether the value in Joint Taxpayer Name (field 24) is for an individual or for a business. Data Value: 'I' for Individual / 'B' for Business

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment A: Agent Warrant File Layout
Detail File

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
24	Joint Taxpayer name	O	X(70)	70		239	Individual Joint Taxpayer's Name For Individual Names, this field breaks down into: Last Name Pic x(26) Filler Pic x (space) Suffix Name Pic x(5) Filler Pic x (space) First Name Pic x(15) Filler Pic x (space) Middle Initial Pic x
25	Tax Form Number	O	X(10)	10		309	The tax return form filed by taxpayer
26	Filler	O	X(08)	8		319	This field is no longer used. It will contain spaces.
27	Warrant Filing Date with the Clerk Office	O	9(08)	8		327	The date this warrant was filed with the county clerk. Date Format: MMDDYYYY
28	Primary Taxpayer Type Code - Individual or Business for break down of name field	R	x(01)	1		335	One digit field that indicates whether the value in Primary Taxpayer Name (field 29) is for an individual or for a business. Data Value: 'I' for Individual / 'B' for Business
29	Primary Taxpayer Name	R	X(70)	70		336	Primary taxpayer name for Individuals or Business If the Taxpayer is a business, the name will be moved into this field as a whole, no break down. For Individual Names, this field breaks down into: Last Name Pic x(26) Filler Pic x (space) Suffix Name Pic x(5) Filler Pic x (space) First Name Pic x(15) Filler Pic x (space) Middle Initial Pic x
30	DBA Name	O	x(70)	70		406	For businesses, this is the business 'Doing Business As' Name
31	Street Address	R	X(30)	30		476	Street address of the primary taxpayer.
32	City Address	R	X(20)	20		506	City address of the primary taxpayer.

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment A: Agent Warrant File Layout
Detail File

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
33	State CD	R	X(02)	2		526	Two character field for the primary taxpayer's U.S. state code or Canadian Provenience Code.
34	Zip Code	R	X(10)	10		528	Taxpayer postal zip code Formatted (US addresses): - If all nine digits exists, formatted as: XXXXX-XXXX. - If only first 5 exists, formatted as XXXXX (Canadian addresses): - formatted as:X#X#X#
35	County Code	O	9(02)	2		538	County Code associated with the county where the Clerk Warrant was filed.
36	Foreign Address	O	X(32)	32		540	This field will contain the foreign address (Non USA, Non Canada) information if applicable. If the field is not applicable it will contain spaces. If this field contains an address then CITY(field 32), STATE (field 33), ZIP (field 34) and County Code (field 35) fields will be spaces
37	Clerk Cost	O	s9(11)v99	14	2	572	The amount owed due to cost of filing the warrant with the County Clerk's Office.
38	Agency Damages	O	s9(11)v99	14	2	586	The amount owed due to fees associated with a collection agency collecting on this warrant. It is the amount the agency will be paid (or the amount that should be retained by the agency if the agency is approved by DOR to retain fees) if the warrant is collected in full.
39	Attorney Damages	O	s9(11)v99	14	2	600	The amount owed due to fees associated with an attorney collecting on this warrant. It is the amount the attorney will be paid (or the amount that should be retained by the attorney if the attorney is approved by DOR to retain fees) if the warrant is collected in full.
40	Sheriff-Collection Fees	O	s9(11)v99	14	2	614	If Warrant is at the Sheriff Stage: The amount owed is the fees associated with a sheriff collecting on this warrant. It is the amount the sheriff will be paid (or the amount that should be retained by the sheriff if the sheriff is approved by DOR to retain fees) if the warrant is collected in full and is 10% of the base tax on the warrant. If Warrant is at the Agent Stage: This is a collection fee that the department retains for the collection process.

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment A: Agent Warrant File Layout
Detail File

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
41	Warrant Docket Nbr	R	X(05)	5		628	The docket number assigned by the County Clerk's Office.
42	Warrant Page Nbr	R	X(05)	5		633	The page number assigned by the County Clerk's Office.
43	Warrant Type	R	X(08)	8		638	The type of warrant regarding whether it is original, a renewal, or an alias. Data Values: 'ORIGINAL', 'RENEWAL', 'ALIAS'
44	Filler	O	s9(11)v99	14	2	646	
45	Filler	O	X(01)	1		660	This field is currently not used and will contain a space. Data Constant: space
46	Liability Balance	R	s9(11)v99	14	2	661	This field contains the sum of fields 15, 16, 19, 37, 38, 39, 40. It is the remaining balance owed by the taxpayer.
47	Per Diem Interest Amt	R	s9(11)v99	14	2	675	This is the daily interest amount that is owed and can be used to calculate interest to any date.
48	Notice Number	R	9(11)	11		689	There is unique number associated with each 'new' notice. A warrant can have multiple notice numbers. The notice number ties to the assigned Collection Agent, warrant stage, and balance due at the time the notice was generated.
49	Primary SSN	O	9(09)	9		700	Individual Primary Taxpayer's Social Security Number. The field will not contain dashes.
50	Joint SSN	O	9(09)	9		709	Individual Joint Taxpayer's Social Security Number. The field will not contain dashes.
51	Business FID	O	9(09)	9		718	Business Federal Id Number. The field will not contain dashes.
52	Flat Penalty Amt	O	s9(11)v99	14	2	727	The flat penalty amount owed by the taxpayer.
53	Collection Agent Name	O	X(70)	70		741	The name of the Collection Agent currently assigned to this warrant. It is the name associated with the Agent ID (field 9) and Agent Type (field 10) in DOR's system.
54	Collection Agent Title	O	X(25)	25		811	The title of the Collection Agent currently assigned to this warrant. It is the title associated with the Agent ID (field 9) and Agent Type (field 10) in DOR's system.
55	Agent Street	O	X(30)	30		836	The street address of the Collection Agent.
56	Agent City	O	X(20)	20		866	The city address of the Collection Agent.
57	Agent State	O	X(02)	2		886	The 2 digit state code of the Collection Agent.

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment A: Agent Warrant File Layout
Detail File

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
58	Agent Zip Code	O	X(10)	10		888	The postal zip code of the Collection Agent. Formatted (US addresses): - If all nine digits exists, formatted as: XXXXX-XXXX. - If only first 5 exists, formatted as XXXXX (Canadian addresses): - formatted as:X#X#X#
59	Filler	O	X(14)	14		898	This field is no longer used. It will contain spaces.
60	Filler	O	X(14)	14		912	This field is no longer used. It will contain spaces.
61	Filler	O	X(30)	30		926	This field is no longer used. It will contain spaces.
62	Total Notice Amt	O	s9(11)v99	14	2	956	The original amount due to pay the debt by the Notice/Interest Date (field 8) at the time this notice was generated. If the debt is paid after the Notice/Interest Date then additional interest is due. When the Status Code (field 76) is 'N' then this field will be the same as Liability Balance (field 46). If this is an Update (Status Code is 'U'), then Liability Balance will contain the remaining balance the taxpayer owes. i.e. This field will not change values when updates are sent since it will always contain the amount originally owed by this notice.
63	Filler	O	X(01)	1		970	This field is no longer used. It will contain spaces.
64	Filler	O	X(06)	6		971	This field is no longer used. It will contain spaces.
65	Filler	O	X(06)	6		977	This field is no longer used. It will contain spaces.
66	Filler	O	X(06)	6		983	This field is no longer used. It will contain spaces.
67	Filler	O	X(06)	6		989	This field is no longer used. It will contain spaces.
68	Filler	O	X(06)	6		995	This field is no longer used. It will contain spaces.
69	Filler	O	X(06)	6		1001	This field is no longer used. It will contain spaces.
70	County Name	O	X(12)	12		1007	County name associated with County Code (field 35).
71	Filler	O	X(14)	14		1019	This field is no longer used. It will contain spaces.
72	Department Damages	O	s9(11)v99	14	2	1033	The amount owed based on assessed departmental damages.
73	Tax Type code	O	X(03)	3		1047	Abbreviation for the Tax Type associated with the liability. For a list of tax type codes and descriptions see Attachment C.

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment A: Agent Warrant File Layout
Detail File

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
74	Liability Filing Association Code	O	X(02)	2		1050	A two digit code to distinguish whether the bill is for a joint taxpayer or a responsible officer. Data Value: 'RO' for responsible officer of a business, 'JT' for a taxpayer filing jointly for which this bill was created, 'PR' for one primary taxpayer for which this bill was created.
75	RPS Document Nbr	O	X(13)	13		1052	DOR assigned number to locate the original tax return for this bill.
76	Status Code	O	x(1)	1		1065	One character code to distinguish what type of record is being sent in this file. Data Value: 'N' if this is a new warrant/notice being sent to this Collection Agent, 'U' if this record contains updated values for a warrant/notice that had previously been sent to this Collection Agent, or 'R' if this warrant is being recalled by DOR to be returned by the Collection Agent.
77	Warrant Status Update Reason CD	O	X(3)	3		1066	This is a 3 digit code to identify the reason for sending an updated record. A list of the codes and corresponding reasons can be found in the Return Reasons - Attachment D document.
78	Payment Amount	O	s9(11)v99	14	2	1069	When a payment is received and applied to the debt, this will contain the amount of the payment. It will only be included when sending an updated or recalled record (field 76 = 'U' or 'R') and only if payment is applicable to the Warrant Status Update Reason CD (field 77).
79	Payment- DOR Calculated Agent Fees on Payment	O	s9(11)v99	14	2	1083	The amount that DOR calculated to be paid to the Collection Agent based on the Payment Amount (field 78). If field 78 is zeros then field 79 will be zeros.
80	Warrant Status Generation Date	O	X(8)	8		1097	The date this updated record (field 76='U') was created. It will be spaces when the record is for a new warrant/notice (field 76 = 'N'). Date Format: MMDDYYYY
81	Original Warrant Notice Issue Date	O	X(8)	8		1105	The date the original warrant/notice date was issued. Date Format: MMDDYYYY
82	Liability Extract Code	R	XXX	3		1113	Department Revenue code to categorize the of Liability
83	Address POR Status	R	X	1		1116	If the Taxpayer Address list provided in fields 31-36 has been marked as Post Office Return (POR) within IDOR's system, then this field will contain a "Y". Default value is "N"

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment A: Agent Warrant File Layout
Detail File

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
84	FILLER	O	X(54)	54		1117	Since this is a fixed record length file, DOR may use this space at a later date to contain other relevant information for processing required by DOR or at the request of the Collection Agent. For now it will contain spaces.

Periodic Extract Time Periods

Nightly

Default Rules

Alphanumeric field:

Space fill

Numeric:

Zero

Dollar amounts

Signs are Leading Separate and Decimal implied

Length

1170

Block Size: 1170

Blocked

N

Transfer: Electronic - SFTP

Labels/File Name

WARAGT.OUT.b####.mmdyyhhmi.nnnnn

This is the warrant file sent electronically to Sheriffs and Collection Agencies

where:

b is 'S' for Sheriff / 'A' for Agent

is county or agent code left padded with zeroes

mmdyy - date file is created

hhmi - hour and minutes the file is created

nnnnn - numeric value to make unique

Example: WARAGT.OUT.S0049.1121020327.504270

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment A: Agent Warrant File Layout
Total File

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
1	Filler	R	x(19)	19		1	Value will be a Data Constant: 'Total new warrants'
2	New Count	R	9(11)	11		20	Decimal is implied. Count of the number record that have Status (field 76) equal to 'N'ew records in the detail file.
3	Filler	R	x(21)	21		31	Value will be a Data Constant: 'Total status letters'
4	Status Notification Count	R	9(11)	11		52	Decimal is implied. Count of the number record that have Status (field 76) equal to 'U'pdate and 'R'ecall detail records in the detail file.
5	Filler	R	x(25)	25		63	Value will be a Data Constant: 'Total number of records'
6	Total Count on File	R	9(11)	11		88	Decimal is implied. Count of the total number records on the record on the detail file.
7	Filler	R	x(35)	35		99	Value will be a Data Constant: 'Total liability balance of records '
8	Total Liability Balance	R	S9(11)V9(2)	14	2	134	Decimal is implied. Sum of liability Balances (field 46) from the detail records.
9	Filler	R	X(1023)	1023		148	

Default Rules

Alphanumeric field:

Space fill

Numeric:

Zero

Dollar amounts

Signs are Leading Separate and Decimal implied

Length

1170

Blocked

N

Block Size

1170

Media

Electronic - SFTP

Labels/File Name

WARAGT.OUT.b####.TOTALS.mmddyhhmi.nnnnn

where:

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment A: Agent Warrant File Layout
Total File

This is the warrant file
sent electronically to
Sheriffs and Collection
Agencies

b is 'S' for Sheriff / 'A' for Agent
is county or agent code left padded with zeroes
mmddyy - date file is created
hhmi - hour and minutes the file is created
nnnnn - numeric value to make unique

Example: WARAGT.OUT.S0049.TOTAL.1121020327.504270

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment B: Agent Return File Layout

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
1	Record Id	R	x(4)	4		1	Value must be a Data Constant: 'WRTN'
2	Collection Agent ID	R	9(04)	4		5	The DOR assigned agent identifier for this Collection Agent. It is unique within an agent type.
3	Collection Agent Type	R	X(01)	1		9	One character value distinguishing the Collection Agent type. Data values are as follows: 'S' for Sheriff / 'A' for Collection Agent.
4	Taxpayer TID	R	9(10)	10		10	Key that is 10 numeric digits that DOR assigns to every taxpayer, individual and business. Note: Individual taxpayers that have businesses will have a separate TID for their individual registration and business registration. This must contain the primary taxpayer's TID (joint TID is contained in field #3).
5	Joint Taxpayer TID	O	9(10)	10		20	For joint liabilities, this will contain the Joint Taxpayer (non-primary) TID. TID is the Indiana assigned 10 digit number.
6	Liability Nbr	R	9(12)	12		30	The number assigned to debt owed to DOR. The number can be 9 digits for liabilities converted from a prior system (will be right justified with preceding zeros) or 12 digits for liabilities established within the current system. The liability can have multiple taxpayers associated with it. For example, joint taxpayer relationships will have 1 liability with 2 unique TID's (one per taxpayer) associated with the liability. One business liability can also have multiple TIDs associated with it since business responsible officers can each be billed for the same business liability.
7	Business Location Nbr	O	X(03)	3		42	If the Taxpayer(s) associate with this warrant are individuals, this field will contain zeroes (000). If the taxpayer associated with this warrant is a business, this field will contain a number (000 to 999) that has been assigned to the Business Location for Taxpayer
8	Warrant Number	R	9(08)	8		45	The number assigned when a liability advances to the stage of being filed with a county clerk for liens to be place on the property of the tax paying entity.
9	Notice Nbr	R	9(11)	11		53	The unique number associated with each notice. A warrant can have multiple notice numbers. The notice number ties to the assigned Collection Agent, warrant stage, and balance due at the time the notice was generated.
10	Primary Taxpayer Type Code - Individual or Business Name break down	O	X	1		64	One digit field that indicates whether the value in Primary Taxpayer Name (field 11) is for an individual or for a business. Data Value: 'I' for Individual / 'B' for Business

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment B: Agent Return File Layout

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
11	Primary Taxpayer Name	R	X(70)	70		65	Primary taxpayer name for Individuals or Business. If the Taxpayer is a business, the name will be moved into this field as a whole, no break down. For Individual Names, this field breaks down into: Last Name Pic x(26) Filler Pic x (space) Suffix Name Pic x(5) Filler Pic x (space) First Name Pic x(15) Filler Pic x (space) Middle Initial Pic x
12	Joint Taxpayer Type Code - Individual or Business Name break down	O	X	1		135	One digit field that indicates whether the value in Joint Taxpayer Name (field 13) is for an individual or for a business. Data Value: 'I' for Individual / 'B' for Business
13	Joint Taxpayer name	O	x(70)	70		136	Individual Joint Taxpayer's Name For Individual Names, this field breaks down into: Last Name Pic x(26) Filler Pic x (space) Suffix Name Pic x(5) Filler Pic x (space) First Name Pic x(15) Filler Pic x (space) Middle Initial Pic x
14	Collection Agents Filler	O	x(40)	40		206	Collection Agent can use for their information.
15	Agent Reason Code	R	x(4)	4		246	The agent's reason code for returning the warrant. A list of acceptable reasons can be found on the Agent Reasons - Attachment D document. These tie directly with the Warrant Status Update Reason Code sent in field 77 on the Agent Warrant File. See the Agent Reasons - Attachment D document to determine which agent reasons return the warrant and which provide information only.

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment B: Agent Return File Layout

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
16	Agent Reason Code Date	O	X(8)	8		250	Some agent reason codes may be accompanied by a date. For example, if you know that a business has been closed, return the warrant using code "L" in field 15 (above) and send the date the business was closed in this field. For each reason code, if you do not know the date for sure, then use the date that you found out the information or leave it blank and we will use the system date. See the Agent Reasons - Attachment D document to determine which reasons should be accompanied by a date. Format mmddvvyv
17	FILLER	O	X(83)	83		258	Since this is a fixed record length file, DOR may use this space at a later date to contain other relevant information for processing required by DOR or at the request of the Collection Agent. For now it will contain spaces.

Periodic Extract Time Periods

Daily

Default Rules

Alphanumeric field:

Space fill

Numeric:

Zero

Record Size

340

Records per Block

1

Blocksize

340

Media

Electronic - SFTP

Labels/File Name

WRTNTAGT.IN.b####.mmddyhhmi

b is 'S' for Sheriff / 'A' for Agent

is county or agent code left padded with zeroes

mmddy - date file is created

hhmi - hour and minutes the file is created

This is a file of warrants returned from the Collection Agents to DOR.

Data is exchanged electronically.

Example: WRTNTAGT.IN.S0049.1102021203

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment C: Tax Types

Tax Type Code	Tax Type Description	Tax Type Code	Tax Type Description	Tax Type Code	Tax Type Description
AEB	Aeronautics Excise, Business	GCE	Gaming Excise Tax	RBW	Riverboat wagering
AEI	Aeronautics Excise, Individual	GUT	Gasoline Use Tax	RCT	Rail, Commuter or Electric
AFD	Alternative Fuel Dealer	HAZ	Hazardous Waste	RGF	Registration Fee
AFU	Alternative Fuel User	HCF	Hazardous Chemical Fee	RST	Retail Sales
ALT	Alternative Fuel Dealer	IFT	Motor Carrier Sur Tax	SDW	Solid Waste
AUD	Authorized Unlicensed Fuel Dealers	IND	Individual Income	SFT	Special Fuel
AUU	Authorized Unlicensed Fuel Users	INH	Inheritance	SHT	Supplement Highway
AVF	Aviation Fuel Excise	INT	Intangible	SWF	Solid Waste Fee
AVT	Aviation Fuel Dealers	IRP	Int. Registration Plan	TIF	Tire Fee
BAS	Business Application System	IVG	Inventory Tax	TKW	Tank Wagon
BER	Beer Tax	LIQ	Liquor Tax	TOP	Terminal Operator
BGO	Bingo	MAT	Marina Fuel Dealers	TRP	Transporter
BNK	Bank	MCS	Motor Car Sur Tax	TTG	Type II Gaming Tax
CAT	County Admissions	MCT	Motor Carrier Tax	URT	Utility Receipt Tax
CED	County Economic Development	MFR	Gasoline Refund	USB	Utility Service Use Tax
CID	Cider	MFT	Motor Fuel	UST	Underground Storage
CIG	Cigarette	MLT	Malt Beverage Tax	USU	Utility Services Use Tax
CIT	County Innkeepers	MVR	Motor Vehicle Rental Excise	WCE	Workers Compensation
CON	Consumer Use	NON	Non Taxpaying	WIN	Wine Tax
COR	Corporate Income	OOS	Out Of State Use	WPC	Wireless Prepaid
CST	Controlled Substance	OSW	Oversize/overweight MH	WTH	Withholding
EGP	Eligible Purchaser	OTP	Other Tobacco Products	WTM	Waste Tire Management
EMP	Employment Agency	PCT	Production Credit		
EXB	Excise Tax, Business	PMA	Pari-mutuel admissions		
EXI	Excise Tax; Individuals	PMB	Pari-mutuel Breakage		
FAB	Food and Beverage	PMG	Pari-mutuel slots		
FDT	Fuel Dealers	PMW	Pari-mutuel wagering		
FID	Fiduciary	PPD	Prepaid Sales		
FIT	Financial Institutions	PST	Petroleum Severance		
FPS	Firework Public Safety Fee	PUF	Previously Untaxed Fuel		
FUT	Fuel Users	RBA	Riverboat admissions		

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment D: Agent Reasons**

Agent Reason Codes and Descriptions (Field 15 in the Agent Return File)

Code	Description	Return¹	Date²
C	Conflict of Interest - I.e. Generally Sheriff and Attorney - If taxpayer is an employee, or client, etc.	Y	N
D	Department's Request	Y	N
O	Time has expired - I.e. Over 120 Days for sheriff / over 6 months for Attorney and Collection Agencies	Y	N
P	Paid ⁴	Y	N
R	Request for Further Action (example when used - for business taxpayer requesting RO billing)	Y	N
S	Departmentally Staged (DOR only can use this code)	Y	N
B	Bankruptcy	Y	N
W	Warrant not in Agent's system (future)	Y	N
L	Business is Closed	Y	Y
F	Deceased	Y	Y
N	Taxpayer Not Found - Address Sent with Warrant Is Not Good ³	Y	N
V	Address Sent with Warrant Is Not Good ³	N	N
U	Agent no longer is collecting on warrant, i.e. taxpayer is not paying on payment plan, agent unable to handle work, etc.	Y	N
A	Agreed to Payment Plan	N	N

¹ 'Y' in the 'Return' column above indicates sending a warrant with this reason code will return it to the Department of Revenue and your collection attempts will cease. 'N' indicates that this reason simply provides the Department with information and you may still attempt to collect.

² Indicates whether the agent reason should be accompanied by a date in Field 16 in the Agent Return File.

³ If a better address is known, please call the Department.

⁴ Only return code of 'P' after IDOR has sent the warrant status letter with one of the reason code in Warrant Status Update Reason Codes and Descriptions

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment D: Return Reasons**

Warrant Status Update Reason Codes and Descriptions (Field 77 on the Agent Warrant File)

Reason Code	Code Description (This is the text that previously printed on the paper Warrant Status Letters)	Associated Agent Reason Code to be used in Field 15 of the Agent Return File (descriptions of these are below)	Does this Reason Code mean that the warrant is Recalled or is it an Update to the existing Warrant?	Agent's action based up the Reason Code
1	The warrant was issued in error, please return the warrant.	D	Recall	Stop Collection Activities and Return Warrant
2	The taxpayer has moved to another county, please return the warrant.	D	Recall	SHERIFF: Stop Collection Activities and Return Warrant AGENT: Return the warrant notice number and WAIT until additional information sent on the warrant
3	The taxpayer has filed bankruptcy, please return the warrant.	D	Recall	Stop Collection Activities and Return Warrant
4	The warrant is over 120 days old. This is an additional request. Please return the warrant.	O (Sheriffs)	Recall	Stop Collection Activities and Return Warrant
5	*INACTIVE* The warrant is over 6 months old. This is an additional request. Please return the warrant.	O (Collections Agents)	Recall	Stop Collection Activities and Return Warrant
6	The Department requests that you please return the warrant.	D	Recall	Stop Collection Activities and Return Warrant
7	The taxpayer is not in business and was billed in error, please return the warrant	D	Recall	Stop Collection Activities and Return Warrant
8	The taxpayer has filed late and/or amended return(s) and no tax is due. Please return the warrant.	D	Recall	Stop Collection Activities and Return Warrant
9	The taxpayer has filed late and/or amended returns without payment and will be rebilled. Please return the warrant.	D	Recall	Stop Collection Activities and Return Warrant

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment D: Return Reasons**

Warrant Status Update Reason Codes and Descriptions (Field 77 on the Agent Warrant File)

Reason Code	Code Description (This is the text that previously printed on the paper Warrant Status Letters)	Associated Agent Reason Code to be used in Field 15 of the Agent Return File (descriptions of these are below)	Does this Reason Code mean that the warrant is Recalled or is it an Update to the existing Warrant?	Agent's action based up the Reason Code
10	Return the warrant for correction.	R	Recall	Return the warrant notice number and WAIT until additional information sent on the warrant
11	The taxpayer has submitted full payment directly to the Department of Revenue in the amount of \$. A check for # will be sent to you for fees incurred from pursuing the warrant. Please return the warrant.	P	Recall with a payment	Stop Collection Activities and Return Warrant
12	The Department of Revenue has offset a refund against this liability. Please return the original warrant. A corrected warrant will be reissued.	R	Recall	Return the warrant notice number and WAIT until additional information sent on the warrant
13	The Department has offset a refund against this liability. Please return the warrant. A corrected warrant will not be reissued.	R	Recall	Stop Collection Activities and Return Warrant
14	The Department of Revenue has offset a refund against this liability. The offset has cleared the liability in full. Please return the warrant.	P	Recall	Stop Collection Activities and Return Warrant
15	The taxpayer has established a payment plan with the Department. Please return the warrant. You will continue receiving damages/collection fees for any payments received on this warrant.	D	Recall	Stop Collection Activities and Return Warrant
16	The Department of Revenue has received your full payment in the amount of \$. A check for # will be sent to you for fees incurred from pursuing the warrant. Please return the warrant.	P	Recall with a payment	Stop Collection Activities and Return Warrant
17	The warrant is over one hundred twenty (120) days old, please return the warrant.	O (Sheriffs)	Recall	Stop Collection Activities and Return Warrant
31	The taxpayer has submitted payment directly to the Department of Revenue in accordance with a payment plan. The payment was in the amount of \$. A check for # will be sent to you for fees incurred from pursuing the warrant.		Update with a payment	Update/Adjust Warrant Notice Balances to reflect the balances in the receiving record.

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment D: Return Reasons**

Warrant Status Update Reason Codes and Descriptions (Field 77 on the Agent Warrant File)

Reason Code	Code Description (This is the text that previously printed on the paper Warrant Status Letters)	Associated Agent Reason Code to be used in Field 15 of the Agent Return File (descriptions of these are below)	Does this Reason Code mean that the warrant is Recalled or is it an Update to the existing Warrant?	Agent's action based up the Reason Code
32	The taxpayer has submitted partial payment directly to the Department of Revenue in the amount of \$. A check for # will be sent to you for fees incurred from pursuing the warrant. Please collect the balance of the liability.		Update with a payment	Update/Adjust Warrant Notice Balances to reflect the balances in the receiving record.
33	The Department has received your payment in the amount of \$. However, we are unable to pay damages/collection fee, due to the fact that the remittance was received after your allotted time for collection had expired.	O	Recall	Stop Collection Activities and Return Warrant
34	The Department of Revenue has received your partial payment in the amount of \$. A check for # will be sent to you for fees incurred from pursuing the warrant. Please collect the balance of the liability.		Update with a payment	Update/Adjust Warrant Notice Balances to reflect the balances in the receiving record.
35	The Department of Revenue has received your payment in the amount of \$. A check for \$ will be sent to you for fees incurred from pursuing the warrant.		Update with a payment	Update/Adjust Warrant Notice Balances to reflect the balances in the receiving record.
36	The taxpayer has submitted payment directly to the Department of Revenue in the amount of \$. A check for # will be sent to you for fees incurred from pursuing the warrant.		Update with a payment	Update/Adjust Warrant Notice Balances to reflect the balances in the receiving record.
37	The warrant is over 120 days old, please return the warrant.	O (Sheriffs)	Recall	Stop Collection Activities and Return Warrant
38	*INACTIVE* The warrant is over six (6) months old, please return the warrant	O (Collections Agents)	Recall	Stop Collection Activities and Return Warrant
39	Please cease all action and return the warrant to the Department. The taxpayer is being assisted by the Taxpayer Advocate.	D	Recall	Stop Collection Activities and Return Warrant

**Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment D: Return Reasons**

Warrant Status Update Reason Codes and Descriptions (Field 77 on the Agent Warrant File)

Reason Code	Code Description (This is the text that previously printed on the paper Warrant Status Letters)	Associated Agent Reason Code to be used in Field 15 of the Agent Return File (descriptions of these are below)	Does this Reason Code mean that the warrant is Recalled or is it an Update to the existing Warrant?	Agent's action based up the Reason Code
44	The Department of Revenue has not renewed its contract with this agent and requests that the warrant is returned for reassignment.	D	Recall	Stop Collection Activities and Return Warrant
45	This tax warrant is being recalled by IDOR to update the notice amounts. You will receive the tax warrant back with the updated notice amounts via your tax warrant system. Once received, ensure that the adjusted notice amounts are entered in your local system to produce an updated tax warrant.	D	Recall	Return the warrant notice number and WAIT until additional information sent on the warrant
47	This is the 3rd request that this warrant be returned to the Department. As of the date of this letter if any payments are received by you or the Indiana Department of Revenue you will not be paid fees. Please do not contact the taxpayer on this warrant.	O (Sheriffs & Collection Agents)	Recall	Stop Collection Activities and Return Warrant
50	The Agent Payment Plan hold which you requested has been removed as we have accepted this warrant into a higher priority claim. Please stop all collection efforts and return this warrant immediately. Any funds collected that have not been credited should be remitted to DOR immediately.	O (Sheriffs & Collection Agents)	Recall	Stop Collection Activities and Return Warrant
51	This warrant has been previously recalled by The Department but not returned. The Department of Revenue is requiring this warrant be returned. All collection efforts, including release of a levy or garnishment, must cease immediately.	O (Sheriffs & Collection Agents)	Recall	Stop Collection Activities and Return Warrant
52	*INACTIVE* This was only a one time recall during Amnesty Please return this tax warrant as it is being included in an Amnesty case. Do not accept additional payments and submit all payments received to DOR.	D (Sheriffs & Collection Agents)	Recall	Stop Collection Activities and Return Warrant
53	This warrant is being recalled by IDOR based on information that a discrepancy exists with the taxpayer's address. Please STOP all collection efforts immediately and return the warrant to the IDOR; any warrant funds collected and in your possession need to be submitted to the IDOR within (30) days.	D (Sheriffs & Collection Agents)	Recall	Stop Collection Activities and Return Warrant

**Indiana Department of Revenue
Paper Sheriff Warrant - Attachment E.doc**

AR-WAR
State Form 43533 (1-2001)

**WARRANT FOR COLLECTION OF TAX
STATE OF INDIANA
DEPARTMENT OF REVENUE**

1

Warrant Number: 00002961 (12)
Warrant Issue Date: 01/14/2002 (81)
Warrant Type: ALIAS (43)

County: Marion (70)
Notice Number: 02000027382 (48)

MICKEY MOUSE (29)
MINNIE MOUSE (24)
123 MAGIC KINGDOM DR (31)
INDIANAPOLIS, IN 46217
(32) (33) (34)

Taxpayer SSN : 305-11-2222 (49)
Taxpayer SSN: 305-11-3333 (50)
Form Number: IT-40EZ (25)
DLN: 01L00109 (75)
Liability Period: December 31, 19 (11)
Tax Type: Individual Income (6)

JACK L COTTEY (53)
MARION COUNTY SHERIFF (54)
1142 CITY COUNTY BLDG (55)
INDIANAPOLIS, IN 46204
(56) (57) (58)

FILING DATE	DOCKET	PAGE
01/04/2002 (27)	12 (41)	1 (42)

STATEMENT OF AMOUNT DUE

Interest calculated through 02/13/2002 (8)

Daily interest rate \$0.22 (47)

Amount of Tax	\$	1,000.00
Interest	\$	139.12 (15)
Penalty	\$	100.00 (19)
Collection Fee	\$	100.00 (16)
Clerk Cost	\$	3.00 (40)
Total to Collect	\$	1,342.12 (37)

(46)

REMITTANCE STATEMENT

Date Collected: _____

Total Amount Collected: \$ _____

Amount Retained: \$ _____

Amount paid to Department \$ _____

NON EXECUTION EXPLANATION

THIS WARRANT MUST BE RETURNED TO:
INDIANA DEPARTMENT OF REVENUE
COLLECTION DIVISION
P.O. BOX 595
INDIANAPOLIS, IN 46206-0595

**Indiana Department of Revenue
Paper Agency Warrant - Attachment G.doc**

AR-WAR
State Form 43533 (1-2001)

**WARRANT FOR COLLECTION OF TAX
STATE OF INDIANA
DEPARTMENT OF REVENUE**

1

Warrant Number: 00003572 (12)
Warrant Issue Date: 11/30/2001 (81)
Warrant Type: ALIAS (43)

County: Marion (70)
Notice Number: 02000030368 (48)

GRINGO2 BUSINESS (29)
1112 STREET (31)
INDIANAPOLIS, IN 46250
(32) (33) (34)

Taxpayer TID : 0100158293-001 (2) (5)
Taxpayer FID: 20-5420002 (51)
Form Number: ST-103 (25)
DLN: 02L0013221001 (75)
Liability Period: January 31, 1998 (11)
Tax Type: Sales (6)

NCO FINANCIAL SYSTEMS (53)
COLLECTION AGENCY (54)
3446 DEMETROPOLIS RD (55)
MOBILE, AL 36693-4642
(56) (57) (58)

FILING DATE	DOCKET	PAGE
01/30/2002 (27)	50 (41)	(42)

STATEMENT OF AMOUNT DUE

Interest calculated through 03/06/2002 (8)

Daily interest rate \$0.11 (47)

Amount of Tax	\$	500.00	(15)
Interest	\$	146.28	(19)
Penalty	\$	50.00	(16)
Damages	\$	73.11	(39)
Collection Fee	\$	50.00	(40)
Clerk Cost	\$	3.00	(37)
Total to Collect	\$	822.39	(46)

REMITTANCE STATEMENT

Date Collected: _____

Total Amount Collected \$ _____

NON EXECUTION EXPLANATION

**THIS WARRANT MUST BE RETURNED TO:
INDIANA DEPARTMENT OF REVENUE
COLLECTION DIVISION
P.O. BOX 595
INDIANAPOLIS, IN 46206-0595**

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment H: Agent Return Error File Layout

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
1	Record Id	R	x(4)	4		1	Value must be a Data Constant: 'WRTN'
2	Collection Agent ID	R	9(04)	4		5	The DOR assigned agent identifier for this Collection Agent. It is unique within an agent type.
3	Collection Agent Type	R	X(01)	1		9	One character value distinguishing the Collection Agent type. Data values are as follows: 'S' for Sheriff / 'A' for Collection Agent.
4	Taxpayer TID	R	9(10)	10		10	Key that is 10 numeric digits that DOR assigns to every taxpayer, individual and business. Note: Individual taxpayers that have businesses will have a separate TID for their individual registration and business registration. This must contain the primary taxpayer's TID (joint TID is contained in field #3).
5	Joint Taxpayer TID	O	9(10)	10		20	For joint liabilities, this will contain the Joint Taxpayer (non-primary) TID. TID is the Indiana assigned 10 digit number.
6	Liability Nbr	R	9(12)	12		30	The number assigned to debt owed to DOR. The number can be 9 digits for liabilities converted from a prior system (will be right justified with preceding zeros) or 12 digits for liabilities established within the current system. The liability can have multiple taxpayers associated with it. For example, joint taxpayer relationships will have 1 liability with 2 unique TID's (one per taxpayer) associated with the liability. One business liability can also have multiple TIDs associated with it since business responsible officers can each be billed for the same business liability.
7	Business Location Nbr	O	X(03)	3		42	If the Taxpayer(s) associate with this warrant are individuals, this field will contain zeroes (000). If the taxpayer associated with this warrant is a business, this field will contain a number (000 to 999) that has been assigned to the Business Location for Taxpayer
8	Warrant Number	R	9(08)	8		45	The number assigned when a liability advances to the stage of being filed with a county clerk for liens to be place on the property of the tax paying entity.
9	Notice Nbr	R	9(11)	11		53	The unique number associated with each notice. A warrant can have multiple notice numbers. The notice number ties to the assigned Collection Agent, warrant stage, and balance due at the time the notice was generated.
10	Primary Taxpayer Type Code - Individual or Business Name break down	O	X	1		64	One digit field that indicates whether the value in Primary Taxpayer Name (field 11) is for an individual or for a business. Data Value: 'I' for Individual / 'B' for Business

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment H: Agent Return Error File Layout

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
11	Primary Taxpayer Name	R	X(70)	70		65	Primary taxpayer name for Individuals or Business. If the Taxpayer is a business, the name will be moved into this field as a whole, no break down. For Individual Names, this field breaks down into: Last Name Pic x(26) Filler Pic x (space) Suffix Name Pic x(5) Filler Pic x (space) First Name Pic x(15) Filler Pic x (space) Middle Initial Pic x
12	Joint Taxpayer Type Code - Individual or Business Name break down	O	X	1		135	One digit field that indicates whether the value in Joint Taxpayer Name (field 13) is for an individual or for a business. Data Value: 'I' for Individual / 'B' for Business
13	Joint Taxpayer name	O	x(70)	70		136	Individual Joint Taxpayer's Name For Individual Names, this field breaks down into: Last Name Pic x(26) Filler Pic x (space) Suffix Name Pic x(5) Filler Pic x (space) First Name Pic x(15) Filler Pic x (space) Middle Initial Pic x
14	Collection Agents Filler	O	x(40)	40		206	Collection Agent can use for their information.
15	Agent Reason Code	O	x(4)	4		246	The reason code for returning the warrant. A list of acceptable reasons can be found on the Agent Reasons - Attachment D document. These tie directly with the Warrant Status Update Reason Code sent in field 77 on the Agent Warrant File.

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment H: Agent Return Error File Layout

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
16	Rejected reason code	R	x(1)	1		250	The error code for why the Collection Agent Return File record was not able to be processed by RPS: '1' - Notice number does not correspond with the Liability Number and Warrant number. '2' - Warrant number does not correspond with the Liability Number and Notice number. '3' - Liability number does not correspond with the Notice Number and Warrant number. '4' - None of the numbers correspond to each other. '5' - A payment plan hold could not be set because the warrant is no longer assigned to the agent. '6' - A payment plan hold could not be set because the warrant is on hold with the Department or the warrant has been recall by the Department.
17	Agent Reason Code Date	O	X(8)	8		251	Some agent reason codes may be accompanied by a date. For example, if you know that a business has been closed, return the warrant using code "L" in field 15 (above) and send the date the business was closed in this field. For each reason code, if you do not know the date for sure, then use the date that you found out the information or leave it blank and we will use the system date. See the Agent Reasons - Attachment D document to determine which reasons should be accompanied by a date.
18	FILLER	O	X(82)	82		259	Since this is a fixed record length file, DOR may use this space at a later date to contain other relevant information for processing required by DOR or at the request of the Collection Agent. For now it will contain spaces.

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment H: Agent Return Error File Layout

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
-----------	-------------------	-------------------------------	-----	------	---------	--------	---------------------------

Periodic Extract Time
Periods

Daily

Default Rules

Alphanumeric field:
Numeric:

Space fill
Zero

Record Size
Records per Block
Blocksize

340
1
340

Media
Labels/File Name

Electronic - FTP
BAD.WRNTAGT.IN.b####.mmdyy.nnnnn

where:

This is a file identifying records that RPS was not able to process from the Collection Agent's Return File. It will only be created if there were errors in the Collection Agent's Return File.

b is 'S' for Sheriff / 'A' for Agent
is county or agent code left padded with zeroes
mmdyy - date file is created
nnnnn - numeric value to make unique

Example: BAD.WRTNTAGT.IN.S0009.110102.17680

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Agent Reconciliation Warrant File Layout
Attachment I

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
1	Record Id	R	x(4)	4		1	Value will be a Data Constant: 'RCON'
2	Taxpayer TID	R	9(10)	10		5	Key that is 10 numeric digits that DOR assigns to every taxpayer, individual and business. Note: Individual taxpayers that have businesses will have a separate TID for their individual registration and business registration. This must contain the primary taxpayer's TID (joint TID is contained in field #3)
3	Joint Taxpayer TID	O	9(10)	10		15	For joint liabilities, this will contain the Joint Taxpayer (non-primary) TID. TID is the Indiana assigned 10 digit number.
4	Liability Nbr	R	9(12)	12		25	The number assigned to debt owed to DOR. The number can be 9 digits for liabilities converted from a prior system (will be right justified with preceding zeros) or 12 digits for liabilities established within the current system. The liability can have multiple taxpayers associated with it. For example, joint taxpayer relationships will have 1 liability with 2 unique TID's (one per taxpayer) associated with the liability. One business liability can also have multiple TIDs associated with it since business responsible officers can each be billed for the same business liability.
5	Business Location Nbr	O	x(3)	3		37	If the Taxpayer(s) associate with this warrant are individuals, this field will contain zeroes (000). If the taxpayer associated with this warrant is a business, this field will contain a number (000 to 999) that has been assigned to this taxpayer's location.
6	Tax Type Name	O	X(30)	30		40	A long description for the tax type (e.g. Individual, Corporate, etc.). For a list of tax type codes and descriptions see Attachment C in the implementation guide
7	Filler	O	X(25)	25		70	This field is no longer used. It will contain spaces.
8	Interest Date	R	9(08)	8		95	The date that interest on this record is calculated up to, for the Recon file this will be the day the filed is generated. Date Format: MMDDYYYY
9	Collection Agent ID	R	9(04)	4		103	The DOR assigned agent identifier for this Collection Agent. It is unique within an agent type.

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Agent Reconciliation Warrant File Layout
Attachment I

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
10	Collection Agent Type	R	X(01)	1		107	One character value distinguishing the Collection Agent type. Data values are as follows: 'S' for Sheriff / 'A' for Collection Agent
11	Liability Period End Date	R	9(08)	8		108	The date the account period for which the bill is in ends. Date Format: MMDDYYYY
12	Warrant Number	R	9(08)	8		116	The number assigned when a liability advances to the stage of being filed with a county clerk for liens to be place on the property of the tax paying entity.
13	Notice Due Date	R	9(08)	8		124	The assigned due date of this warrant notice. Date Format: MMDDYYYY
14	Filler	O	X(14)	14		132	This field is no longer used. It will contain spaces.
15	Base Tax Balance	R	s9(11)v99	14	2	146	The remaining balance of base tax owed on the debt. This will be decremented as payments are applied to base tax.
16	Penalty Balance	O	s9(11)v99	14	2	160	The remaining balance of penalty owed on the debt. This will be decremented as payments are applied to penalty.
17	Filler	O	X(14)	14		174	This field is no longer used. It will contain spaces.
18	Liability Stage	R	X(05)	5		188	The current warrant stage the bill is in. Data Value: 'WAR-S' when assigned to a sheriff for collection, 'WAR-A' when assigned to a collection agency for collection.
19	Interest Balance	O	s9(11)v99	14	2	193	The amount owed in interest up to the Interest Date (field 8)
20	Filler	O	X(31)	31		207	This field is no longer used. It will contain spaces.
21	Joint Taxpayer Type Code - Individual or Business Name break down	R	x(01)	1		238	One digit field that indicates whether the value in Joint Taxpayer Name (field 22) is for an individual or for a business. Data Value: 'I' for Individual / 'B' for Business

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Agent Reconciliation Warrant File Layout
Attachment I

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
22	Joint Taxpayer name	O	X(70)	70		239	Individual Joint Taxpayer's Name For Individual Names, this field breaks down into: Last Name Pic x(26) Filler Pic x (space) Suffix Name Pic x(5) Filler Pic x (space) First Name Pic x(15) Filler Pic x (space) Middle Initial Pic x
23	Tax Form Number	O	X(10)	10		309	The tax return form filed by taxpayer
24	Filler	O	X(08)	8		319	This field is no longer used. It will contain spaces.
25	Warrant Filing Date with the Clerk Office	O	9(08)	8		327	The date this warrant was filed with the county clerk. Date Format: MMDDYYYY
26	Primary Taxpayer Type Code - Individual or Business for break down of name field	R	x(01)	1		335	One digit field that indicates whether the value in Primary Taxpayer Name (field 27) is for an individual or for a business. Data Value: 'I' for Individual / 'B' for Business
27	Primary Taxpayer Name	R	X(70)	70		336	Primary taxpayer name for Individuals or Business If the Taxpayer is a business, the name will be moved into this field as a whole, no break down. For Individual Names, this field breaks down into: Last Name Pic x(26) Filler Pic x (space) Suffix Name Pic x(5) Filler Pic x (space) First Name Pic x(15) Filler Pic x (space) Middle Initial Pic x
28	DBA Name	O	x(70)	70		406	For businesses, this is the business 'Doing Business As' Name
29	Street Address	R	X(30)	30		476	Street address of the primary taxpayer.
30	City Address	R	X(20)	20		506	City address of the primary taxpayer.

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Agent Reconciliation Warrant File Layout
Attachment I

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
31	State CD	R	X(02)	2		526	Two character field for the primary taxpayer's U.S. state code or Canadian Provenience Code.
32	Zip Code	R	X(10)	10		528	Taxpayer postal zip code Formatted (US addresses): - If all nine digits exists, formatted as: XXXXX-XXXX. If only first 5 exists, formatted as XXXXX If Canadian addresses: - formatted as:X#X #X#
33	County Code	O	9(02)	2		538	County Code associated with the county where the Original Clerk Warrant was filed.
34	Foreign Address	O	X(32)	32		540	This field will contain the foreign address (Non USA, Non Canada) information if applicable. If the field is not applicable it will contain spaces. If this field contains an address then CITY(field 30), STATE (field 31), ZIP (field 32) and County Code (field 33) fields will be spaces
35	Clerk Cost	O	s9(11)v99	14	2	572	The balance amount owed due to cost of filing the warrant with the County Clerk's Office.
36	Agency Damages	O	s9(11)v99	14	2	586	The amount owed due to fees associated with a collection agency collecting on this warrant. It is the balance of the amount the agency will be paid .
37	Attorney Damages	O	s9(11)v99	14	2	600	The amount owed due to fees associated with an attorney collecting on this warrant. It is the blance amount the attorney will be paid.
38	Sheriff Collection Fees	O	s9(11)v99	14	2	614	The amount owed due to fees associated with a sheriff collecting on this warrant. It is the balance amount the sheriff will be paid.
39	Warrant Docket Nbr	R	X(05)	5		628	The docket number assigned by the County Clerk's Office.
40	Warrant Page Nbr	R	X(05)	5		633	The page number assigned by the County Clerk's Office.
41	Warrant Type	R	X(08)	8		638	The type of warrant regarding whether it is original, a renewal, or an alias. Data Values: 'ORIGINAL', 'RENEWAL', 'ALIAS'
42	Filler	O	x(15)	15		646	Filler and not used
43	Liability Balance	R	s9(11)v99	14	2	661	This field contains the sum of fields 15, 16, 19, 35, 36, 37, 38 It is the remaining balance owed by the taxpayer.
44	Per Diem Interest Amt	R	s9(11)v99	14	2	675	This is the daily interest amount that is owed and can be used to calculate interest to any date.

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Agent Reconciliation Warrant File Layout
Attachment I

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
45	Notice Number	R	9(11)	11		689	The unique number associated with last notice that was issued to the agent. A warrant can have multiple notice numbers. The notice number ties to the assigned Collection Agent, warrant stage, and balance due at the time the notice was generated.
46	Primary SSN	O	9(09)	9		700	Individual Primary Taxpayer's Social Security Number. The field will not contain dashes.
47	Joint SSN	O	9(09)	9		709	Individual Joint Taxpayer's Social Security Number. The field will not contain dashes.
48	Business FID	O	9(09)	9		718	Business Federal Id Number. The field will not contain dashes.
49	Filler	O	x(14)	14		727	Filler and not used
50	Collection Agent Name	R	X(70)	70		741	The name of the Collection Agent currently assigned to this warrant. It is the name associated with the Agent ID (field 9) and Agent Type (field 10) in DOR's system.
51	Collection Agent Title	R	X(25)	25		811	The title of the Collection Agent currently assigned to this warrant. It is the title associated with the Agent ID (field 9) and Agent Type (field 10) in DOR's system.
52	Filler	O	X(52)	52		836	This field is currently not used and will contain a space. Data Constant: space
53	Reconciliation date	R	X(10)	10		888	This is the 'as-of-date' for reconciliation. All the amounts and the name and address reflected in this record are current as of this date.
54	Filler	O	X(58)	58		898	This field is no longer used. It will contain spaces.
55	Total Notice Amt	O	s9(11)v99	14	2	956	This amount will reflect the total balance of the last notice that was issued to the agent.
56	Filler	O	X(37)	37		970	This field is no longer used. It will contain spaces.
57	County Name	O	X(12)	12		1007	County name associated with County Code (field 33).
58	Filler	O	X(14)	14		1019	This field is no longer used. It will contain spaces.
59	Department Damages	O	s9(11)v99	14	2	1033	The balance amount owed based on assessed departmental damages.
60	Tax Type code	O	X(03)	3		1047	Abbreviation for the Tax Type associated with the liability. For a list of tax type codes and descriptions see Attachment C.

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Agent Reconciliation Warrant File Layout
Attachment I

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
61	Liability Filing Association Code	O	X(02)	2		1050	A two digit code to distinguish whether the bill is for a joint taxpayer or a responsible officer. Data Value: 'RO' for responsible officer of a business, 'JT' for a taxpayer filing jointly for which this bill was created, 'PR' for one primary taxpayer for which this bill was created.
62	DOR/RPS Document Nbr	O	X(13)	13		1052	DOR assigned number to locate the original tax return for this bill.
63	Status Code	O	x(1)	1		1065	One character code to distinguish what type of record is being sent in this file. Data Value: 'R' --If there is a recall sent to the agent and DOR have not received the warrant back from the agent. 'A'-- Active warrant and no recall was sent to the agent (meaning agent should be pursuing this warrant). 'P' -- Active warrant with the agent and IDOR has an active Agent Payment Plan on file
64	Filler	O	X(39)	39		1066	This field is no longer used. It will contain spaces.
65	Last Warrant Notice Issue Date	O	9(8)	8		1105	The date the last warrant/notice (field 45) was issued. Date Format: MMDDYYYY
66	Liability Extract Code	R	XXX	3		1113	Department Revenue code to categorize the of Liability
67	FILLER	O	X(55)	55		1116	Since this is a fixed record length file, DOR may use this space at a later date to contain other relevant information for processing required by DOR or at the request of the Collection Agent. For now it will contain spaces.

Periodic Extract Time
Periods

Nightly

Default Rules

Alphanumeric field:
Numeric:

Space fill
Zero

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Agent Reconciliation Warrant File Layout
Attachment I

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
-----------	-------------------	-------------------------------	-----	------	---------	-------	---------------------------

Length				1170			
Blocked				N			
Block Size				1170			

Media				Electronic - FTP			
Labels/File Name				WARRECON.OUT.b####.mmddyhhmi.nnnnn			

This is the warrant file sent electronically to Sheriffs, Attorneys, and Collection Agencies

where:
b is 'S' for Sheriff 'A' for Agent
is county or agent code left padded with zeroes
mmddy - date file is created
hhmi - hour and minutes the file is created
nnnnn - numeric value to make unique

Example: WARRECON.OUT.S0049.1121020327.504270

Indiana Department of Revenue
 Collection Agent Electronic Warrant Exchange Implementation Guide
 Agent Reconciliation Total Layout
 Attachment I

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
1	Constatnt description of the amount field that follows	R	X(46)	46	0	1	Data Value: Total number of outstanding warrants with DOR:
2	Count	R	9(11)	11		47	Total number of records on the file
3	Constatnt description of the amount field that follows	R	X(35)	35		58	Data Value: Total liability balance of records:
4	Sum	R	s9(11)v99	14	2	93	Sum of Liability Balance field 661 on Detail Layout
5	Filler	R	x(41)	41		107	Spaces

Length 147
 Blocked N
 Block Size 147

Media Electronic - FTP
 Labels/File Name WARRECON.OUT.b####.TOTALS.mmddyyhhmi.nnnnn

This is the warrant file sent electronically to Sheriffs, Attorneys, and Collection Agencies

where:
 b is 'S' for Sheriff 'A' for Agent
 #### is county or agent code left padded with zeroes
 mmddyy - date file is created
 hhmi - hour and minutes the file is created
 nnnnn - numeric value to make unique

Example:
 WARRECON.OUT.S0049.TOTALS.1121020327.504270

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment J: Questions and Answers

Questions and Answers

This area of the document will continue to be updated with answers to commonly asked questions or to known issues IDOR has encountered when implementing with Collection Agents. <mailto:mailto:>

1. Is it ever possible that the same warrant number could be on multiple records in the same file, for instance it is sent as a New Warrant record and again as an Updated Warrant?

YES. Because of timing, the same warrant could be sent in the file for multiple reasons. For instance, a warrant could be created as a New Warrant in DOR's system in the morning. In the afternoon, a taxpayer payment is entered into the system to pay the warrant in full. When the process runs to create the file, it will pick up both the New Warrant record and the Recalled Warrant record. Another example is if two partial payments are processed on the same warrant, then two Updated Records could be sent in the same file. The Collection Agent will need to handle processing the sequence of events as they occur in the file. The records will be in the file in order of sequence.

2. The filler fields- can we use them internally to capture our own data or do we have to leave them blank?

The filler fields will actually have some data in them from us that you will need to ignore for the files we send to you (they won't necessarily contain spaces or zeroes until we change our programs to completely remove them). The field labeled "Collection agents filler" can be used for collection agent data. We will only use it to return in the agent return error file if we were unable to process a record in your return file.

3. SFTP Directories- which file goes in which directory? (Agent Warrant file, Agent Return file, etc) How will the directories/folders be named when we go "Live", same as they are currently?

The production directories that will be used are as follows: "dorin" - for all files you send to us (i.e. Agent Return File) and "dorout" - for all files we send to you (i.e. warrant, totals, and agent error files). When we start testing all files - in and out – they will all be in the "test" directory.

Indiana Department of Revenue
Collection Agent Electronic Warrant Exchange Implementation Guide
Attachment J: Questions and Answers

4. Can you clarify what Liability Period End Date is?

Liability period end date is the date the tax account period ends for which the tax forms are filed. For example, with Individual Income Tax the period end date is always 12/31/yyyy since we pay taxes for a calendar year. Other tax types may be monthly or quarterly. The liability period end date is informative to the taxpayer to indicate what tax period the warrant is for.

5. Can you clarify what RPS stands for?

RPS is the acronym for our integrated tax system - Revenue Processing System.

6. Can you clarify what Notice Due Date is?

Notice Due Date is the date the notice should be collected by. It should be the warrant issue date plus the number of days a collection agent has to collect the warrant. After this date, the collection agent's time is up and the warrant will be requested to be returned to the department (the request will be made using the warrant status fields in the file).

7. When I look at a file it looks like only one record. Can the record be delimited?

Ideally your system programming can handle non-delimited record layouts. If it cannot, we can insert a carriage control at the end of each record.

8. When I look at a file it looks like one long data stream. Can the fields be delimited?

We cannot delimit the fields. Your system must be able to handle fixed length fields.