



## North Carolina Department of Revenue

Pat McCrory  
Governor

October 16, 2015

Lyons Gray  
Secretary

To: All Setoff Agencies

From: Cindy Matthews, Manager  
919-814-1120

Re: Updating Debtor List to NCDOR and WinZip

With the 2016 tax filing season approaching in January, we would like to take this opportunity to remind each agency about updating their debtor list with the Department.

Please begin updating your debtor files with the Department beginning in November 2015. We understand that you will have debtors that need to be added, changed, or deleted from the debtor list before January; however, we would like to have this debtor list as up to date as possible.

In past years, some agencies would remit their most current debtor list in January and there were problems with their file and submission. The agencies would not have an updated debtor list with the Department until February. This causes less offsets for each agency and more work for your agency and the Department as well. With the reduction of offsets each agency has received this past year it would be beneficial to ensure we have your updated debtor lists as early as possible.

We are also asking that any agency currently submitting your debtor file to the Department via CD to begin using the WinZip option DOR has offered. The instructions and requirements for WinZip are attached.

If you have any questions, please contact me at the number above.

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