

ATTACHMENT A
TREASURY OFFSET PROGRAM
CERTIFICATION TERMINOLOGY
Federal Tax Refund Offset to Collect Unemployment Compensation Debts

For purposes of the foregoing Certification Agreement, the following describes how state agencies submit debts via Electronic Transmission of computer records to the Treasury Offset Program (TOP):

1. Electronic Transmission. Any transmission from state agencies to TOP via any form of electronic media (including, but not limited to, tapes, diskettes, and on-line access) is an Electronic Transmission.

2. Add Records. Add Records are electronic records which state agencies use to add new debts to TOP. Add Records include:
 - (a) For a particular debt, a Record Type 1 together with a Record Type 2 with an A in the Action Field of each of those records (Record Types 1 and 2 contain information about the debt, including debtor name, tax identification number, etc.);
 - (b) Records sent to TOP in the tax refund offset (TRO) Annual Debt Certification file format; and
 - (c) Transmissions via the Debtor Detail screen of the on-line TOP Client function (TOP Client) which add new debts to TOP.

3. Update Records. Update Records are electronic records that creditor agencies use to update, change or modify information about debts previously transmitted to TOP by creditor agencies. Update Records include:
 - (a) For a particular debt, a Record Type 1 with a U, I, or Y in the Action Field;
 - (b) For a particular debt, a Record Type 6 with an A or D in the Action Field;
 - (c) Records sent to TOP in the TRO Weekly Update file format; and
 - (d) Transmissions via the Debtor Detail screen of the TOP Client that update, change or modify information about debts in TOP.