Enhanced Record Layouts Ver 3.12

with Definitions, Error Codes, and Layout Mapping

Please direct any questions to the phone number listed below.

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TOP Delinquent Debtor Input File Record Layouts Overview for Batch Load/Update/Collections

Creditor Agency Delinquent Debtor records are maintained in the TOP database. The initial batch loading by electronic transmission of Delinquent Debtor records into TOP is accomplished by using the Fiscal Service-prescribed TOP input Enhanced Record Layouts. Agencies must also follow the TOP input record layouts when updating, changing, and deleting Delinquent Debtor records in batch and send the accompanying T1 Record (header) and Control Record (trailer) with the file of records. The TOP record types include the following:

Record Type 1 - Debtor name, TIN, Debt Account ID, and debt details (this format is used for the Agency Debt Extract File)

    Record Type 2 - Debtor address

    Record Type 4 - Alias Name (for agency use if the debtor has an alias name)

    Record Type 6 - Payment Bypass/Offset (used by preauthorized agencies to bypass certain payments)

    T1 Record - a header record that appears before all detail records submitted by the agency

    Control Record - a trailer record that appears after all the detail records submitted by the agency

Each input record type 1 through 6 must contain key data including the agency ID, agency site ID, Debt Account ID, action code, and record type. Record type 1 must also contain the Debtor TIN.

Record Type & Action Code Descriptions

The Action Code describes to TOP the action an agency is requesting for a particular record of debtor data. Action Codes and their uses include the following:

Record Type	Action Code	Description
1	A	Add Debt
1	U	Update Debt Status, Debtor First Name, Debtor Middle Name, Delinquency Date, Local contact, Debtor type, Judgement Indicator, Debt Type
1	C	Change Agency Site ID, Agency Debt Account ID, Debtor TIN, or Last Name
1	I	Increase Debt Balance
1	S	Decrease Debt Balance
1	1	Agency Refund
1	R	Agency Refund Reversal
1	V	Add Joint & Several (J&S) Debt
2	A	Add Debtor
2	U	Update Debtor Address, Update individual debtor status f or J&S
2	E	Detach/Reattach J&S Debtor from one J&S Debt to another J&S Debt
2	V	Add Joint & Several Debtor
4	A	Add Alias Name
4	U	Update Alias Name
6	A	Add Payment Bypass
6	U	Update/Overlay Payment Bypass
6	D	Delete Payment Bypass
6	O	Add/Update/Delete Override Information

T1 and Control Records are required for each file (batch of records) submitted by an agency to TOP. The system will automatically reject the file if the batch control number is not provided by the submitting agency. The system will also reject the file if the batch control numbers in the header (T1 record) and trailer (control record) do not match. Agencies submitting files using CONNECT:Direct will submit a TOP file transmittal sheet (see the TOP Agency Guide) to the DMS/TOP staff prior to sending the file for processing. This form alerts DMS/TOP the file is being sent to TOP for processing. The batch control number on the T1 Record, Control Record, and TOP file transmittal sheet must be the same for the batch to be processed.

When adding a record, agencies are required to enter data in each field of each input record, except fields that are marked as optional. Each input record type 1 through 6 must contain position 1 through 36.

Adding Records: When adding records, all fields are mandatory unless stated otherwise in layout. Each input record must contain positions 1 through 36: Agency ID, Agency Site ID, Debt Account ID, Action,Record Type. All Alpha and Alphanumeric fields are uppercase.

Updating Records: When updating or changing records, populate positions 1 through 36 and only the specific target update fields. Fields not eligible for an Action Code will be ignored.

Required Record Type/Action codes for adding Debts:
New Non-Joint & Several Debt	1/A, 2/A
New Joint & Several Debt	1/A, 2/A
Additional Joint & Several Debtor	1/V, 2/V

Record Type 1, action code 'U' may be used only to change a field containing information that is not a dollar amount. If a user attempts to update/change existing information in an amount field in Record Type 1 using action code 'U', the update will ignore any amounts in the dollar amount field and process any other fields possible, subject to the normal edits and error codes. This edit protects the 'initial delinquent amount' field from being replaced by other amounts.

To adjust an existing dollar amount field in Record Type 1, a user must use action code 'I' (to increase the debt amount) or action code 'S' (to decrease or reduce the debt amount by subtracting the amount of the adjustment). The only field that will be updated using these codes is the amount field, subject to the normal edits and error codes. TOP does not maintain negative balances.

Agency Submits	Existing Debt Balance	TOP Will...
Decrease of $100.00	$ 50.00	process and set the balance to zero
Decrease of $100.00	$ 0.00	not process and issue error code 67

Agency Refund or Agency Refund Reversals may require a two step process:

1. Record Type/Action Code 1/1 must be used for Agency Refunds. Record Type/Action Code 1/R must be used for Agency Refund Reversals.

2. Reporting the Agency Refund or Agency Refund Reversal does NOT adjust the current balance in the debt record. If an agency requires the current balance to be adjusted, agencies must use action codes I to increase or S to decrease the current balance. TOP will automatically inactivate debts for current year Agency Refunds. If the agency requires this debt to be active, then the agency is responsible for reactivating the debt.

Agency Refund and Agency Refund Reversal Codes

Code	Agency Refund Year	Code	Agency Refund Reversal Year
1	2001 and beyond	R	2001 and beyond

The rules for inputting data in each field are specified in the notes column on each record type layout. Key abbreviations are:

RJ = Right Justified, LJ = Left Justified

SF = Space Filled, ZF = Zero Filled

AN = Alphanumeric, N = Numeric

Field Definitions Listed in Alphabetical Order

The following field definitions supplement the information contained in the notes column of the input record layouts:

Agency Name Control: This is an agency-supplied Name Control to facilitate Debt Matching with payments. If applicable it will be returned on the Collections File.

Alias Agency Name Control: This field is reserved for agency use to submit an Alias Agency Name Control to facilitate Debt Matching with payments. If applicable it will be this may be returned on the Collections File.

Country Code: This field will be used to enter the two to three digit country code for debtors with a foreign address. If the debtor's address is within the United States, this field may be left blank. Use the codes from the list provided at the end of this document.

Date Debt Originally Opened: This is the date the original receivable was established by the agency referring the debt to TOP; e.g., the date the debtor signed the original document.

Date Delinquency Began: This is the date the debt became delinquent.

Debtor First Name: This field may be used for business debtors if the last name field does not accommodate the entire business name.

Debt Account ID: This field contains the identification or account number assigned by the Creditor Agency to a debt within the agency's internal accounts receivable system. The Debt Account ID is a unique identifier used to reference the debt and track the status of the account. If a debtor owes more than one debt to an agency, and the debts are managed at the same Site ID using the same Debtor TIN, then the agency must assign a unique Debt Account ID for each debt owed by that Debtor/TIN at that particular Site ID. An agency cannot assign the same Debt Account ID for a Debtor/TIN at a given Site ID. The Debt Account ID must be unique within the Agency ID and the Site ID for all processing.

Debt\Debtor Status:

Active: Active Collections
Inactive: Suspend Collections
Closed: Stop collections
Rescind: Suspend levy (IRS Only)
Archived: Can be remove from TOP

Close action would typically be used when no further collection action is expected against the Debt, Debtor, or both; for example, when the debt has been paid in full or satisfied or, in the case of J&S debt, when one debtor is closed/released from further liability.

Inactivate action is intended more so to suspend collection activity, which may later resume by re-Activating the debt/debtor, pending some outcome or agency review process; for example where the debt in dispute is found to be valid.

Archive action is used when the debt is no longer collectible and can be removed from TOP

Debt Type: This field identifies a particular debt record by the type of debt owed, and is required when a debt record is added. The type of debt must be a valid debt type according to the agency's Agency Profile and as validated by TOP. The debt type(s) specified in the file of records must match the debt type(s) specified for that agency in its Agency Profile. If the record contains a debt type that does not exist in the agency's profile, the record will be rejected.

Initial Delinquent Amount: This is the amount of the debt when it first became delinquent, according to the agency when initially referring the debt to TOP. When adding a debt record to TOP (Action Code A), the initial delinquent amount is established and stored and cannot be changed in TOP. The initial delinquent amount is also stored as the current balance in TOP. After a debt has been entered in TOP, the Creditor Agency may adjust the debt balance by entering the amount of the adjustment in this field using Action Code I to increase the debt balance or Action Code S to decrease the debt balance.

Local Contact Code: This field is used by the Creditor Agency to assign a unique ID to a local contact for a specific site.

Original Amount of Debt: This is the original amount of the receivable when it was established by the Creditor Agency; e.g., the amount of credit that was extended to a borrower. This information is optional and is intended to serve as a reference point for the referring Creditor Agency. Once added, this field cannot be updated.

Payment Type: (*OCSE use only*) This will be a unique TOP code identifying the type of payment being offset or levied, if applicable.

Reset: To erase data from a field. A user may enter '!' to restore an existing data field to blank. A user may only use '!' to blank out a field when using action code U.

Sequence Number: This field identifies an alias record as unique and distinguishable from another alias record. Must be 00 for add or actual sequence number for update. TOP Trace Number:

TOP Trace Number: This value is used on Record Type 1 only with Agency Refunds and Agency Refund Reversals. The 9-character trace number is given to the Creditor agencies on the Weekly Collection Record.

Total Fee Amount: This represents the total collection service fee amount applied to the offset. This amount will also be listed on the collection file for full reversals. Fee amounts will only be reversed for full reversals and partial reversals that leave less than the fee as a residual offset amount. The fee amount on the Collections file will be zero-filled when the fee amount is not reversed.

TOP Enhanced Input Record Layouts by Record Type

Record Type 1: Debtor Name, Debtor TIN, Debt Account ID

Key: RJ=right justified, LJ=left justified, SF=space filled, ZF=zero filled, AN=alphanumeric, N=numeric

Field	Format	Start Position	End Position	Error Codes	Comments
Agency ID	CHAR (8) LJ SF AN	1	8	01, 45	Required. Must be same value throughout the file
Agency Site ID	CHAR (8) LJ SF AN	9	16	02, 46	Required. Can have multiple sites within one file (all for a single Agency).
Debt Account ID	CHAR (18) LJ SF AN	17	34	03	Required. Debt Account ID assigned by Creditor Agency; must be unique within an
Action	CHAR (1) AN	35	35	23	Required. A=Add, U=Update, C=Change, S=Adjustment to decrease debt balance, I=Adjustment to increase debt balance, V=Add Joint Record, 1=Agency Refund, R=Agency Refund Reversal
Record Type	CHAR (1) N	36	36	23	Required. 1=type 1
Debtor Tax ID Number	CHAR (9) N SF	37	45	05, 27	Required for Add, Agency Refund, Agency Refund Reversal, Changing Last Name or TIN, and Updating Individual/Business, Joint and Several. Cannot equal all 0s, 1s, 2s, 3s, 4s, 5s, 6s, 7s, 8s, or 9s.
Debtor Last Name	CHAR (35) LJ SF AN	46	80	10, 30	Required for Add
Debtor First Name	CHAR (35) LJ SF AN	81	115	N/A	Optional. !=resets First Name to blank
Debtor Middle Initial	CHAR (1) A	116	116	N/A	Optional. !=resets Middle Initial to blank
Date Delinquency Began	DATE(8) SF N	117	124	08, 44, 51, 28, 59	Required for Add. YYYYMMDD date is edit checked for validity
Local Contact Code	CHAR (3) LJ SF AN	125	127	85	Optional. Leave blank if none exists. Valid Local Code must be used when changing Agency Site ID with Action Code C. Use 000 if no Local Codes exist for given Agency Site ID.
Name Control assigned by TOP	CHAR (4) SF	128	131	N/A	System generated; leave blank
Debt/Debtor Status Indicator	CHAR (2) LJ SF AN	132	133	34	Optional. Leave blank on Add. C=closed, I=Inactive, Z=Archive. !=resets debt to active.
Filler	CHAR (1) SF	134	134		Leave Blank
Initial Delinquent Debt Amount (for Action 'A' only) -------- Delinquent Debt Adjustment Amount (for Action 'S' or 'I') -------- or enter Adjustment Amount for Agency Refunds or Agency Refund Reversals (for Action '1' or 'R')	NUM (12,2) RJ ZF N	135	146	06 -------- 48, 67 -------- 71, 72, 73, 74	Required for all Record Type 1, Action A, I or S, 1 or R. Must be greater than $24.99 (2499) for Action Code A. Action Code I will increase current debt balance. Action Code S will decrease current debt balance.
Debt Type	CHAR (2) LJ SF AN	147	148	04, 26	Required for Add. Not required for action 'V'. Must be a valid Debt Type as identified by DMS. Not updateable.
Individual/Business	CHAR (1) A	149	149	09, 29	Required for Add and Add Joint Record. I=Individual, B=Business, J=Joint Business, K=Joint Individual
Judgment Debt	CHAR (1) A or SF	150	150	07	Required for Add. J=judgment or blank=non-judgment
TOP Trace Number Must be: 'T' + 9 character trace number	CHAR (10) LJ SF AN	151	160	71, 72, 73, 74, 88	Optional. Required only for Agency Refunds and Agency Refund Reversals (Action 1 or R). Must include prefix 'T'. TOP will automatically inactivate debts for current year Agency Refunds.
Agency Name Control	CHAR (4) LJ SF AN	161	164	41	Optional. Agency supplied Name Control. Will be returned in the Collections file, if applicable.
New Agency Site ID	CHAR(8) LJ SF AN	165	172		Optional. Required only when changing Agency Site ID, Action Code C. A valid Local Contact Code must be used when changing Agency Site ID.
New Agency Debt Account ID	CHAR(18) LJ SF AN	173	190		Optional. Required only when changing Agency Debt Account ID, Action Code C
New Debtor TIN	CHAR(9) SF N	191	199		Optional. Required only when changing Debtor TIN, Action Code C
Last Name Update Reason	CHAR (1) SF A	200	200		Optional. Required only when changing Last Name, Action Code C only. B=Change only, C=Change and create an alias row

Record Type 2: Debtor Address

Key: RJ=right justified, LJ=left justified, SF=space filled, ZF=zero filled, AN=alphanumeric, N=numeric

Field	Format	Start Position	End Position	Error Codes	Comments
Agency ID	CHAR(8) LJ SF AN	1	8	01, 45 1D	Required. Must be same value throughout the file
Agency Site ID	CHAR(8) LJ SF AN	9	16	02, 46 1D	Required. Can have multiple sites within one file (all for a single Agency)
Debt Account ID	CHAR(18) LJ SF AN	17	34	03 1D	Required. Debt Account ID assigned by Creditor Agency; must be unique within an Agency Site
Action	CHAR(1) A	35	35	23	Required. A=Add, E=Detach/Reattach Debtor, U=Update, V=Add Joint Record
Record Type	CHAR(1) N	36	36	23, 47	Required. 2=type 2
Debtor Address, Line 1	CHAR(30) LJ SF AN	37	66	11, 31	Required for Add
Debtor Address, Line 2	CHAR(30) LJ SF AN	67	96	N/A	Optional. !=resets Address Line 2 to blank
Debtor Address, City	CHAR(25) LJ SF AN	97	121	12, 32	Required for Add
Debtor Address, State Code	CHAR(2) LJ SF A	122	123	13, 86, 33	Required for Add; use standard US Postal state codes. Not required if using foreign contact country code.
Debtor Address, Zip Code	CHAR(9) See Comments	124	132	14, 69	Required for Add. First 5 bytes must be numeric and last 4 bytes may be numeric or space filled. If used with foreign Country Code, first 5 bytes are Alpha Numeric or may space filled; last 4 bytes may be numeric or space filled.
Debtor Address, Country Code	CHAR(3) LJ SF AN	133	135	13, 81, 86	Optional if debtor address is US address; use codes from list provided. !=resets Country Code to US.
Date Debt Originally Opened	DATE (8) SF N	136	143	54, 15	Optional. YYYYMMDD; date is checked for validity if present
Original Amount of Debt	NUM(12,2) RJ ZF N	144	155	42	Optional. Must be greater than 2499 ($24.99) if present
Debtor TIN	CHAR(9) SF N	156	164	05, 1B	Optional. Required only for Joint & Several debts when more than one debtor already exists.
Debtor Status Indicator	CHAR(1) SF AN	165	165	1A, 1K	Optional. Required only for Joint & Several debts when more than one debtor already exists. I=Inactive, C=Closed, !=Reset to active
Reattach Agency ID	CHAR(8) LJ SF AN	166	173	1C, 1D	Optional. Required only for Joint & Several debts when reattaching a debt. Must be same as current Agency ID.
Reattach Agency Site ID	CHAR(8) LJ SF AN	174	181	1C, 1D	Optional. Required only for Joint & Several debts when reattaching a debt.
Reattach Debt Account ID	CHAR(18) LJ SF AN	182	199	1C, 1D	Optional. Required only for Joint & Several debts when reattaching a debt.
Filler	CHAR(1) SF	200	200	N/A	Leave blank

Record Type 4: **Alias Name** (Used in addition to TOP/Agency Name Control for Offset Information)

Key: RJ=right justified, LJ=left justified, SF=space filled, ZF=zero filled, AN=alphanumeric, A=alpha, N=numeric

Field	Format	Start Position	End Position	Error Codes	Comments
Agency ID	CHAR(8) LJ SF AN	1	8	01, 45	Required. Must be same value throughout the file
Agency Site ID	CHAR(8) LJ SF AN	9	16	02, 46	Required. Can have multiple sites within one file (all for a single Agency)
Debt Account ID	CHAR(18) LJ SF AN	17	34	03	Required. Debt Account ID number assigned by Creditor Agency; must be unique within an Agency Site
Action	CHAR(1) A	35	35	23	Required. A=Add, U=Update
Record Type	CHAR(1) N	36	36	23, 47	Required. 4=type 4
Sequence Number	NUM (2,0) N	37	38	16, 35	Required. Must be 00 for Add or actual sequence number for Update. Available via the Alias Screen in the Client
Debtor Last Name	CHAR (35) LJ SF AN	39	73	22, 40	Required for Add
Debtor First Name	CHAR (35) LJ SF AN	74	108	N/A	Optional
Debtor Middle Initial	CHAR (1) SF AN	109	109	N/A	Optional
Name Control Assigned by TOP	CHAR (4) SF	110	113	N/A	System generated; Leave blank
Effective Date	DATE(8) SF N	114	121	21, 56, 39, 61	Optional. YYYYMMDD. TOP system overrides with current date.
Filler	CHAR(9) SF	122	130	N/A	Leave blank
Alias Agency Name Control	CHAR(4) SF AN	131	134	41	Optional; reserved for Agency use
Debtor TIN	CHAR(9) SF N	135	143	05	Optional. Required only for Joint & Several debts when more than one debtor already exists.
Filler	CHAR(57) SF	144	200	N/A	Leave blank

Record Type 6: **Payment Bypass/Offset Record** (Use of this record must be coordinated with TOP)

Key: RJ=right justified, LJ=left justified, SF=space filled, ZF=zero filled, AN=alphanumeric, A=alpha, N=numeric

Field	Format	Start Position	End Position	Error Codes	Comments
Agency ID	CHAR(8) LJ SF AN	1	8	01, 45	Required. Must be same value throughout the file
Agency Site ID	CHAR(8) LJ SF AN	9	16	02, 46	Required. Can have multiple sites within one file (all for a single Agency)
Debt Account ID	CHAR(18) LJ SF AN	17	34	03	Required. Debt Account ID assigned by Creditor Agency; must be unique within an Agency Site
Action	CHAR(1) A	35	35	23	Required. A=Add, D=Delete, O=Override, U=Update/Overlay
Record Type	CHAR(1) N	36	36	23, 47	Required. 6=type 6
Payment Bypass Indicator	CHAR(3) LJ SF AN	37	39	89, 77, 78, 76	Optional. Required only for Action Codes: A, D, or U. Leave blank for Action Code O. Reset character ! is used with Action Code U and resets debtor's Bypass Indicators to blank, allowing for offset of all payments. Use codes from TOP provided list.
Override Action	CHAR(1) SF A	40	40	97	Optional. Required only for Action Code O. Leave blank for Action Codes A, D, or U. A=Add Override, C=Change Override, D=Delete Override
Override Source of Payment	CHAR(3) LJ SF A	41	43	92, 96	Optional. Required only for Action Code O. Must be valid. Use codes from TOP provided list.
Payment Agency ID	CHAR(2) SF AN	44	45	93	Optional. Required only for Action Code O. Must be valid. Use codes from TOP provided list.
Payment Override Amount	CHAR(14) RJ ZF N	46	59	94	Optional. Required only for Action Code O, Override Action A or C when adding or changing Override Amount.
Payment Override Percent	CHAR(5) RJ ZF N	60	64	95	Optional. Required only for Action Code O, Override Action A or C when adding or changing Override Percent.
Debtor TIN	CHAR(9) SF N	65	73	05	Optional. Required only for Joint & Several debts when more than one debtor already exists.
Filler	CHAR(29) SF	74	200	N/A	Leave blank

Note:
Source of Payment & Bypass Indicator Codes (only mutually exclusive Bypass Indicators may be added or exist for any given debtor):

ADM	=	NTDO (Non Treasury Disbursing Office) Vendor, OPM Check, OPM EFT, Vendor Check, and Vendor EFT
NSV	=	State Administered Disbursing Office Vendor
NSX	=	State Administered Disbursing Office Tax
NTV	=	NTDO Vendor
OPM	=	OPM Check and OPM EFT
OTH	=	NTDO Vendor, OPM Check, OPM EFT, Vendor Check, and Vendor EFT
RRB	=	RailRoad Retirement Board
SAL	=	NTDO Salary
SSA	=	SSA Check and SSA EFT
TAX	=	IRS Check and IRS EFT
VEN	=	NTDO Vendor, Vendor Check, and Vendor EFT

T1 Record: Precedes all detail records

Key: RJ=right justified, LJ=left justified, SF=space filled, ZF=zero filled, AN=alphanumeric, A=alpha, N=numeric

Field	Format	Start Position	End Position	Comments
Filler	CHAR(5) SF	1	5	Leave blank
Identifier	CHAR(4) RJ SF AN	6	9	[ ]T1 (2 spaces precede T1)
Batch Control Number	CHAR(8) LJ SF AN	10	17	Unique ID for this batch within this agency; supplied by the agency
Filler	CHAR(183) SF	18	200	Leave blank

TOP Control Record: Follows all detail records

Field	Format	Start Position	End Position	Comments
Identifier	CHAR(4) A	1	4	TOP[ ] (1 space follows TOP)
Record Count	NUM(8,0) RJ ZF N	5	12	The number of all detail records types 1 to 6
Debt Amount	NUM(14,2) RJ ZF N	13	26	The absolute value sum of all debt amounts in positions 135-146 of the type 1 records
Batch Control Number	CHAR(8) LJ SF AN	27	34	Unique ID for this batch within this agency; supplied by the agency
Filler	CHAR(166) SF	35	200	Leave blank

Notes:

Any Errors in the T1 and TOP Control Record will cause a process failure and not generate any individual TOP Error codes.

The Batch Control Numbers for the T1 Record (header) and the TOP Control Record (trailer) must match.

Absolute Value Sum amount example:
```
      Increase                    10000
      Decrease                     5000
      Total absolute value        15000
```

Input Data Set Name to TOP: FDMP.IPTOPUPD.Cyyyycc.AGnn (for use with Cycle Node)
                                 FDMP.IPTOPUPD.Dyymmdd.AGnn (for use with Date Node)
Use High Level Qualifier "FDMQ" for test files.

Key:

yy/yyyy – year
mm – month
dd – day
cc – cycle
nn – agency ID

TOP Enhanced Output Record Layouts by Record Type

Key: RJ=right justified, LJ=left justified, SF=space filled, ZF=zero filled, AN=alphanumeric, A=alpha, N=numeric

TOP Unprocessable Output File Record Layout (Types 1 – 6): Detail Record

Field	Format	Start Position	End Position	Comments
Agency Input Record	As Listed on Input Record	1	200	Record Type 1, 2, 3, 4, 5 or 6 as provided in input
TOP Error Code Designator	CHAR(1) A	201	201	Value 'T' identifier
*TOP Error Codes	NUM(20) LJ SF AN	202	221	Up to ten (10) 2- byte TOP Error Codes

Control Record: Follows all unprocessable detail records.

Field	Format	Start Position	End Position	Comments
Identifier	CHAR(4) A	1	4	Value 'CNTL'
Agency ID	CHAR(8) LJ SF AN	5	12	
Agency Site ID	CHAR(8) LJ SF AN	13	20	If there are multiple sites on the input file, '0' will appear instead of Agency Site ID
Total Debt	NUM(14,2) RJ ZF N	21	34	The absolute value sum of all debt amounts in positions 135-146 of the type 1 records
Item Count	NUM(8) RJ ZF N	35	42	Count of all input detail record type 1-6
Errors Found	NUM(8) RJ ZF N	43	50	Total number of input records which contain one or more errors concurrently
Adjusted Debt Amount	NUM(14,2) RJ ZF N	51	64	The absolute value sum of all debt amounts in positions 135-146 of the type 1 records less the 1999 or earlier Pre-TOP Agency Refunds and Agency Refund Reversals
Adjusted Item Count	NUM(8) RJ ZF N	65	72	Number of all input detail records type 1-6 less the 1999 or earlier Pre-TOP Agency Refunds and Agency Refund Reversals
Filler	CHAR(149) SF	73	221	Blank

Notes:

Absolute Value Sum amount example:

Increase	10000
Decrease	5000
Total absolute value	15000

Output File Name to Agencies: FDMP.Cyyyycc.WEEKLY.TOP-UNP.FROM-TOP.AGnnSss (for use with CycleNode)
                                      FDMP.Dyymmdd.WEEKLY.TOP-UNP.FROM-TOP.AGnnSss (for use with Date Node)
Output File Name to Agencies: As requested by creditor agency

Key:

yy/yyyy – year
mm – month
dd – day
cc – cycle
nn – agency ID
ss - sequence

TOP Weekly Collection (Offset/Reversal) Detail Record Layout

Key: RJ=right justified, LJ=left justified, SF=space filled, ZF=zero filled, AN=alphanumeric, N=numeric

Field	Format	Start Position	End Position	Comments
Type Indicator	NUM(1) N	1	1	0=Reversal - resulting from a claim filed by an injured spouse for a share of an Offset or Reversal to correct processing error. 1=Offset - against the obligation amount.
Agency ID	CHAR(2) AN	2	3	Code assigned to agency by TOP.
Agency Site ID	CHAR(2) AN	4	5	Code assigned as agreed by agency and TOP.
Debtor Tax ID Number	CHAR (10) N	6	15	Debtor's SSN or EIN, preceded by a zero.
Amount	NUM(12,2) RJ ZF N	16	27	The amount of Offset or Reversal, depending upon Type Indicator. 0=Reversal, 1=Offset. The amount is in dollars and cents, no dollar signs, commas, decimal points, or negative amounts. Note: this amount is the full offset amount for type 1 records, offset fee will be taken out when funds are transferred.
Year of Original Offset	DATE(4)	28	31	Contains the year during which the offset occurred that is now being reversed. This field is applicable if the Type Indicator field is 0, otherwise, it will be zero-filled.
Individual or Business Debtor	NUM(1) N	32	32	1=Individual 2=Business
Reversal Indicator	CHAR(1) AN	33	33	F=Full Reversal, P=Partial Reversal, or Blank for type 1 Offsets and Pre-TOP Reversal records
For Individual records only:				
Last Name	CHAR(20) LJ SF AN	34	53	Debtor's last name as submitted by agency
First Name	CHAR(15) LJ SF AN	54	68	Debtor's first name as submitted by agency
For Business records only:				
Business Name	CHAR(35) LJ SF AN	34	68	Business debtor's name as submitted by the agency
For All records:				
Agency Debt Account ID	CHAR(18) LJ SF AN	69	86	Debtor's Agency Debt Account ID as submitted by the agency
Payment Status	NUM(1) N	87	87	0=Other than Joint Payee or 2=Joint Payee. For Individual records only, otherwise blank-filled. Blank for Reversal records
Name	CHAR(35) LJ SF AN	88	122	Contains debtor name for Type 1 Offset records as it appears on payment file. Blank for Type 0 Reversal records.
Address Line 1	CHAR(35) LJ SF AN	123	157	For Type 1 offset records: normally contains debtor's mailing street address, though may contain other address information. Street address field may be blank. Blank for Type 0 Reversal records.
Address Line 2	CHAR(25) LJ SF AN	158	182	For Type 1 offset records: normally contains debtor's city and state of residence, though may contain other address information. Blank for Type 0 Reversal records.
Zip Code	CHAR(9) LJ SF AN	183	191	For Type 1 offset records: contains debtor's Zip Code. Blank for Type 0 Reversal records.
Country Code	CHAR(3) LJ SF AN	192	194	For Type 1 offset records: contains code from attached list. Blank if none provided. Blank for Type 0 Reversal records.
TOP Name Control	CHAR(4) LJ SF AN	195	198	The first 4 alpha characters of the debtor's last name or business name. Blank for Type 0 Reversal records. It may also contain information used for matching in TOP.
Offset Cycle	NUM(6) N	199	204	Format is YYYYCC
Effective Date Of Offset/Reversal	DATE(8) N	205	212	Format is YYYYMMDD
Year of Offset	DATE(4) N	213	216	Format is YYYY

TOP Trace Number	CHAR(10) LJ SF AN	217	226	Unique TOP Identifier assigned to offsets taken. Blank filled for Pre-TOP Reversal records.
Payment Type	CHAR(6) LJ SF AN	227	232	Unique TOP code identifying the payment type and payment agency. Available to State Tax Agencies, State Unemployment, OCSE and DOJ only. May include TAX, VEN, NTV, OPM & MPY plus Agency ID.
Agency Name Control	CHAR(4) LJ SF AN	233	236	Unique Name Control provided by agency. Blank if none provided. Blank filled for Pre-TOP Reversal records.
Total Fee Amount	NUM(5,2) RJ ZF N	237	241	Total Fee Amount applied to the Offset. Full Reversal records will include a fee amount. Most Partial Records will be zero-filled. The Total Fee Amount will be included if the Partial Reversal creates a Full Reversal or results in a residual Offset Amount that is less than or equal the fee amount. The amount is in dollars and cents, no dollar signs, commas, decimal points, or negative amounts. Blank filled for Pre-TOP Reversal records.
Injured Spouse Indicator	CHAR(1) SF AN	242	242	Y=Injured Spouse Refund or Blank (OCSE use only)
Filler	CHAR(6) SF	243	248	Blank
Agency ID	CHAR(2) AN	249	250	Code assigned to agency by TOP.

TOP Weekly Collection (Offset/Reversal) Control Record Layout

Key: RJ=right justified, LJ=left justified, SF=space filled, ZF=zero filled, AN=alphanumeric, N=numeric

Field	Format	Start Position	End Position	Comments
Record ID	CHAR(4) AN	1	4	CNTL. This identifies the end of processable records for each give Agency Site ID.
Block ID/Site ID	CHAR(3) LJ SF AN	5	7	CUM or appropriate Agency Site ID. If CUM, it will be the last record on the file; otherwise, it will be a balancing record for all preceding records of the given Agency Site ID.
Offset Record Count	NUM(8) RJ ZF N	8	15	Cumulative record count for all Type 1 Offset records.
Offset Amount	NUM(14,2) RJ ZF N	16	29	Cumulative total of all Offset Amounts from Type 1 Offset records. The amount is in dollars and cents, no dollar signs, commas, decimal points, or negative amounts.
Reversal Record Count	NUM(8) RJ ZF N	30	37	Cumulative record count for all Type 0 Reversal records.
Reversal Amount	NUM(14,2) RJ ZF N	38	51	Cumulative total of all Reversal Amounts Type 0 Reversal records. The amount is in dollars and cents, no dollar signs, commas, decimal points, or negative amounts.
Net Collection	NUM(14,2) RJ ZF N	52	65	Absolute value of Offset Amount less Reversal Amount. The amount is in dollars and cents, no dollar signs, commas, decimal points, or negative amounts.
Excess Offset Amount	NUM(14,2) RJ ZF N	66	79	Amount of credit available. This field reflects Net collections if Offset Amount exceeds Reversal Amount, otherwise zero filled. The amount is in dollars and cents, no dollar signs, commas, decimal points, or negative amounts.
Excess Reversal Amount	NUM(14,2) RJ ZF N	80	93	Amount of Reversals in excess of Offsets. This field reflects Net Collections if Reversal Amount exceeds Offset Amount, otherwise zero filled. The amount is in dollars and cents, no dollar signs, commas, decimal points, or negative amounts.
Total Fee Amount	NUM(10,2) RJ ZF N	94	103	Total Fee Amount (absolute value sum) of all records. The amount is in dollars and cents, no dollar signs, commas, decimal points, or negative amounts.
Filler	CHAR(81) SF	104	184	Blank
Offset Cycle	NUM(6) N	185	190	Format is YYYYCC
Ending Date of Offset Cycle	DATE(8) N	191	198	Format is YYYYMMDD
TOP Program Year	DATE(4) N	199	202	Format is YYYY
Filler	CHAR(46) SF	203	248	Blank
Agency ID	CHAR(2) AN	249	250	Code assigned to agency by TOP.

Notes

1 If the Offset Amount exceeds the Reversal Amount, the Excess Offset Amount will contain the same value as the Net Collections. If the Reversal Amount exceeds the Offset Amount, the Excess Reversal Amount will contain the same value as the Net Collections. Only Excess Offset Amount or Excess Reversal Amount will be greater than zero, and that field will contain the same value as Net Collections.
2 All offset related amount fields contain the full amount of the offset, including the offset fee, which will be subtracted out when funds are transfered.
3 The record order of Collections file records is random. Reversal records could appear on a Collections file before offset records.
4 **Agencies have the option to receive the Collection file by Agency Site.**

Output File Name: FDMP.CXCOLECT.Cyyyycc.AGnn.Sss
Output File Name: FDMP.CXCOLECT.Cyyyycc.AGnn
Output File Name: As requested by creditor agency
Key:

yy/yyyy – year
cc – cycle
nn – agency ID
ss – agency site ID

Agency Debt Extract File Record Layout
Record Type 1: Debtor Name, Debtor TIN, Debt Account ID

Key: RJ=right justified, LJ=left justified, SF=space filled, ZF=zero filled, AN=alphanumeric, N=numeric

Field	Format	Start Position	End Position	Comments
Agency ID	CHAR (8) LJ SF AN	1	8	Code assigned to agency by TOP.
Agency Site ID	CHAR (8) LJ SF AN	9	16	May be multiple Agency Site IDs within one file, all for a single Agency
Debt Account ID	CHAR (18) LJ SF AN	17	34	Agency Debt Account ID as submitted by the agency
Action	CHAR (1) AN	35	35	A=Non Joint & Several Debt Record or Primary Joint & Several Debt Record V=Secondary Joint & Several Debt Record
Record Type	CHAR (1) N	36	36	1=type 1
Debtor Tax ID Number	CHAR (9) N	37	45	SSN or EIN as submitted by the agency
Debtor Last Name	CHAR (35) LJ SF AN	46	80	Debtor Last Name or Business Name as submitted by the agency
Debtor First Name	CHAR (35) LJ SF AN	81	115	Debtor First Name as submitted by the agency
Debtor Middle Initial	CHAR (1) A	116	116	Debtor Middle Initial as submitted by the agency
Date Delinquency Began	DATE(8) N	117	124	Date Delinquency Began. YYYYMMDD
Local Contact Code	CHAR (3) LJ ZF AN	125	127	Local Contact Code as submitted by the agency
Filler	CHAR (4) SF	128	131	Blank
Debt/Debtor Status Indicator	CHAR (2) LJ SF AN	132	133	Blank=Active, C=closed, I=Inactive, Z=Archive
Pending Offset Indicator	CHAR (1) A	134	134	Debt balance reduced by offset that has not been sent to creditor agency. Y = Offset(s) Pending, N = No Offset(s) Pending
Delinquent Debt Amount	NUM (12,2) RJ ZF N	135	146	Current debt balance
Debt Type	CHAR (2) LJ SF AN	147	148	Debt Type as submitted by the agency
Individual/Business	CHAR (1) A	149	149	I=Individual, B=Business, J=Joint Business, K=Joint Individual as submitted by the agency
Judgment Debt	CHAR (1) A OR SF	150	150	J = Judgment or Blank = Non Judgment
Filler	CHAR (50) SF	151	200	Blank

Agency Debt Extract T1 Record: Precedes all detail records

Field	Format	Start Position	End Position	Comments
Filler	CHAR(5) SF	1	5	Blank
Identifier	CHAR(4) AN	6	9	[ ]T1 (2 spaces precede T1)
Batch Control Number	CHAR(8) LJ SF AN	10	17	Unique ID for this batch (YJJJHHMM)
Filler	CHAR(183) SF	18	200	Blank

Agency Debt Extract Control Record: Follows all detail records

Field	Format	Start Position	End Position	Comments
Identifier	CHAR(4) A	1	4	TOP[ ] (1 space follows TOP)
Record Count	NUM(8,0) RJ ZF N	5	12	The number of all detail records
Debt Amount	NUM(14,2) RJ ZF N	13	26	The sum of debt amounts in positions 135-146
Batch Control Number	CHAR(8) LJ SF AN	27	34	Unique ID for this batch (YJJJHHMM)
Filler	CHAR(166) SF	35	200	Blank

Output File Name to Agencies: FDMP.AXDEBTAX.AGnnSss.Dyymmdd (All Debts)
Output File Name to Agencies: As requested by creditor agency

Key:

yy/yyyy – year
mm – month
dd – day
nn – agency ID
ss - sequence

Debtor Address Request to IRS Detail Record Layout (Only to be utilized by Federal Agencies)

Key: RJ=right justified, LJ=left justified, SF=space filled, ZF=zero filled, AN=alphanumeric, A=alpha, N=numeric

Field	Format	Start Position	End Position	Comments
Agency ID	CHAR (2) LJ AN	1	2	Required. Must be same value throughout the file
Agency Site ID	CHAR (2) LJ AN	3	4	Required. May have multiple sites within one file (all for a single Agency).
Priority Code	CHAR(1) SF	5	5	Leave blank
Name Control	CHAR (4) LJ SF AN	6	9	Required. First 4 alpha characters of the debtor's last name
On-Line Request Indicator	CHAR(1) A	10	10	Required. 0=Batch Request C=On-Line Request
Debtor Tax ID Number	CHAR (9) N	11	19	Required. Cannot equal all 0s, 1s, 2s, 3s, 4s, 5s, 6s, 7s, 8s, or 9s.
Last Name	CHAR(20) LJ SF AN	20	39	Required
First Name	CHAR(15) LJ SF AN	40	54	Optional
Filler	CHAR(17) SF	55	71	Leave blank
Agency Debt Account ID	CHAR(15) SF	72	86	Optional. Debt Account ID assigned by Creditor Agency
Filler	CHAR(9) SF	87	95	Leave blank
Master File Indicator	CHAR(1) AN	96	96	Required. 1=IRS Individual 3=Fiscal Service Initiated
Filler	CHAR(54) SF	97	150	Leave blank

Debtor Address Request to IRS Control Record: Follows all detail records

Field	Format	Start Position	End Position	Comments
Identifier	CHAR(4) A	1	4	Value =CNTL
Record Count	NUM(8) RJ ZF N	5	12	Number of all detail records
Filler	CHAR(138) SF	13	150	Leave blank

Input Data Set Name to TOP: FDMP.IPADRQST.AGnn
   Use High Level Qualifier "FDMQ" for test files.

Key:

nn – agency ID

Debtor Address Request From IRS Detail Record Layout (Only to be utilized by Federal Agencies)

Key: RJ=right justified, LJ=left justified, SF=space filled, ZF=zero filled, AN=alphanumeric, A=alpha, N=numeric

Field	Format	Start Position	End Position	Comments
Agency ID	CHAR (2) LJ AN	1	2	As received from Creditor Agency
Agency Site ID	CHAR (2) LJ AN	3	4	As received from Creditor Agency
Priority Code	CHAR(1) SF	5	5	As received from Creditor Agency
Name Control	CHAR (4) LJ SF AN	6	9	As received from Creditor Agency
On-Line Request Indicator	CHAR(1) A	10	10	0=Batch Request C=On-Line Request
Debtor Tax ID Number	CHAR (9) N	11	19	As received from Creditor Agency
Last Name	CHAR(20) LJ SF AN	20	39	As received from Creditor Agency
First Name	CHAR(15) LJ SF AN	40	54	As received from Creditor Agency
Filler	CHAR(17) SF	55	71	As received from Creditor Agency
Agency Debt Account ID	CHAR(15) SF	72	86	As received from Creditor Agency
IRS Error Code	NUM(2) RJ ZF N	87	88	00=No Error, 01=Address Error, 02=Name Control Does Not Match, 03=Information not available for disclosure
Filler	CHAR(7) SF	89	95	As received from Creditor Agency
Master File Indicator	CHAR(1) AN	96	96	1=IRS Individual 3=Fiscal Service Initiated
Filler	CHAR(50) SF	97	146	As received from Creditor Agency
Address Line	CHAR(35) LJ AN SF	147	181	Address Line from IRS
City	CHAR(23) LJ AN SF	182	204	City from IRS
State	CHAR(2) LJ AN SF	205	206	State from IRS
Zip Code	CHAR(9) LJ AN SF	207	215	Zip Code from IRS

Debtor Address Request From IRS Control Record: Follows all detail records

Field	Format	Start Position	End Position	Comments
Identifier	CHAR(4) A	1	4	Value = CNTL
Record Count	NUM(8) RJ ZF N	5	12	Number of all detail records
Filler	CHAR(203) SF	13	215	Blank

Output File Name to Agencies: FDMP.ADRESULT.Myyyycc.AGnn
Output File Name to Agencies: As requested by creditor agency

Key:

yy/yyyy – year
mm – month
cc – cycle
nn – agency ID

Local Code Information Detail Record Layout: Used to add and update local contact information.

Key: RJ=right justified, LJ=left justified, SF=space filled, ZF=zero filled, AN=alphanumeric, A=alpha, N=numeric

Field	Format	Start Position	End Position	Comments
Agency ID	CHAR(2) AN	1	2	Required. Must be same value throughout the file
Agency Site ID	CHAR(2) AN	3	4	Required. May have multiple sites within one file (all for a single Agency)
Local Contact Code	CHAR(3) N	5	7	Required. 3 digit code assigned by creditor agency
Acton	CHAR(1) A	8	8	Required. A=Add, C=Change
Filler	CHAR(11) SF	9	19	Leave blank
DMF Program Year	CHAR(2) LJ N	20	21	Required. Format is YY
Agency Name	CHAR(35) LJ SF AN	22	56	Required
Address Line 1	CHAR(35) LJ SF AN	57	91	Required
Address Line 2	CHAR(35) LJ SF AN	92	126	Required
Address Line 3	CHAR(35) LJ SF AN	127	161	Optional
Address Line 4	CHAR(35) LJ SF AN	162	196	Optional
Filler	CHAR (3) SF	197	199	Leave blank
Local Number Type Indicator	CHAR (1) N	200	200	Required 0 = Local Phone Not Present 1 = Local Phone Present
Local Number	CHAR (14) LJ SF AN	201	214	Optional. Local Phone Number
Filler	CHAR (1) SF	215	215	Leave blank
Local Identifier	CHAR (10) LJ SF AN	216	225	Required if local phone exists. LOCAL or blank
State Number Type Indicator	CHAR (1) N	226	226	Required 0 = State Phone Not Present 3 = State Toll Free Indicator 4 = State Collect Indicator
State Number	CHAR (14) LJ SF AN	227	240	Optional. State Phone Number
Filler	CHAR (1) SF	241	241	Leave blank
State Literal	CHAR(8) LJ SF AN	242	249	Required if state phone exists. INSTATE or blank
State ID	CHAR(2) LJ SF AN	250	251	Required if state phone exists. State Code
Nation Number Type Indicator	CHAR(1) N	252	252	Required 0 = Nationwide Phone Number Not Present 3 = Nationwide Toll Free Indicator 4 = Nationwide Collect Indicator
Nation Number	CHAR(14) LJ SF AN	253	266	Optional. Nationwide Phone Number
Filler	CHAR (1) SF	267	267	Leave blank
Nation Indicator	CHAR (10) LJ SF AN	268	277	Required if nationwide phone exists. NATIONWIDE or blank
Filler	CHAR(33) SF	278	300	Leave blank

Local Code Information Record Layout Control Record: follows detail records

Field	Format	Start Position	End Position	Comments
Control Code	CHAR(4) LJ AN	1	4	Value = CNTL
Record Count	NUM(6) RJ ZF N	5	10	Number of all detail records
Filler	CHAR(9) SF	11	19	Leave blank
DMF Program Year Code	CHAR(2) LJ N	20	21	Required. Format is YY
Filler	CHAR(279) N	22	300	Leave blank

Input Data Set Name to TOP: FDMP.IPAGYADR.Cyyyycc.AGnn

Key:

yy/yyyy – year
cc – cycle
nn – agency ID

TOP Error Codes

Legacy Codes	Description (Legacy)	New TOP Codes	Description (Enhanced TOP)
1	Agency ID cannot be blank	1	Creditor Agency not specified
2	Agency Site ID cannot be blank	2	Creditor Agency Site cannot be blank
3	Invalid Debt Account ID or Debt Account ID not specified	3	Invalid Debt Account ID or Debt Account ID not specified
4	Debt Type does not exist on Agency-Debt table	4	Debt Type is invalid, does not exist for Creditor Agency.
5	Invalid TIN number or TIN not specified	5	Invalid TIN
6	Delinquent amount not numeric or amount < $25 limit	6	Initial delinquent debt amount less than referral threshold
7	Invalid Judgement Debt value	7	Judgment value is invalid
8	Invalid date format for Delinquent Date or not specified	8	Delinquency Date is invalid
9	Invalid Business/Individual Indicator	9	Invalid Business/Individual indicator
10	Debtor Last name cannot be blank	10	Last Name cannot be blank
11	Debtor address line1 cannot be blank	11	Debtor Address Line 1 cannot be blank or less than 5 characters
12	Debtor city cannot be blank	12	Debtor City may contain only the following special letters: quote, - / .
13	Invalid Debtor US State Code	13	Debtor State does not exist for US country code.
14	Invalid debtor zipcode	14	Debtor Zip is invalid for US address. Zip must contain 5 or 9 numbers.
15	Invalid date format for Date Debt originally open		
16	Invalid sequence number		
17	Alias debtor address line 1 cannot be blank		
18	Alias debtor city cannot be blank		
19	Invalid Alias Debtor US State Code		
20	Invalid alias zipcode		
21	Alias Effective Date invalid or not specified		
22	Alias Last name cannot be blank	22	Alias Last Name cannot be blank
23	Invalid record type / record action	23	Invalid Record Type/Action
24	Invalid record type for Add Action		
25	Invalid record type for Update Action		
26	Cannot reset debt type		
27	Cannot reset Debtor TIN		
28	Cannot reset Debtor Delinquent Date		
29	Cannot reset Debtor Business/individual indicator		
30	Cannot reset Debtor last name		
31	Cannot reset Debtor address line1		
32	Cannot reset Debtor city		
33	Debtor State Code can only be reset for foreign address	33	Debtor State cannot be reset for US country code
34	Invalid value for Debt Closed indicator	34	Debt Status code not recognized
35	Invalid sequence number, must be numeric & > 0 for update		
36	Cannot reset Alias debtor address line 1		
37	Cannot reset Alias debtor city		
38	Alias Debtor State Code can only be reset for foreign addr		
39	Cannot reset Alias effective date		
40	Cannot reset Alias last name	40	Debtor Alias Last Name cannot be reset

Legacy Codes	Description (Legacy)	New TOP Codes	Description (Enhanced TOP)
41	Cannot reset name control for IRS		
42	Original amount not numeric or less than $25.00	42	Cannot archive a Joint&Several debt at the debtor level. Must archive at the debt level.
43	Cannot update an archived debt or debtor	43	Cannot update an archived debt or debtor
44	Delinquent date cannot be > processing date	44	Delinquency Date cannot be greater than processing date
45	Agency ID of input record does not match batch control		
46	Site ID of input record does not match batch control		
47	Invalid record type for Adjust Action		
48	For adjust action, amount cannot be zero	48	Adjustment amount cannot be blank or zero
50	Duplicate Debt Record Found for add or change	50	Debt Account ID already exists for Agency/Agency site
51	Date error when inserting Debt record		
52	Database Referential Integrity error when inserting Debt		
53	Debt record not found for adding debtor address information	53	Debt Account not found
54	Date error when inserting debtor address information		
55	Duplicate Debt Alias found in database for action add/updt	55	Duplicate Debtor Alias
56	Date error when inserting Debt alias information		
57	Ref Integrity error when ISRT DEBT_ALIAS/DEBTOR OVERRIDE		
58	Agency/Site Id/Debt Account ID/Tin Number can not be found	58	Debt Account ID cannot be found for Agency/Agency Site
59	Date error when updating Debt record		
60	Debt Alias record not found in database	60	Debtor Alias does not exist for this Debtor
61	Date Error when updating Debtor Alias record		
62	Percent Override Limited to 15%		
63	Percent Override Limited to 25%		
64	Percent Override Limited to 65%		
65	Middle initial is not allowed for business debts		
66	Type 1 updates to debt amounts not supported by TOP		
67	Cannot decrease a debt with existing current balance of zero	67	Debt balance cannot be less than zero
68	Cannot reset Alias Debtor zip code		
69	Cannot reset Debtor zip code	69	Debtor zip cannot be reset for country US
70	Agency Ref/Rev processed - debt is in archive status		
71	Refund record but no Offset Payment found for offset year	71	Agency Refund not processed. Offset could not be found or amount available for refund is zero or negative
72	Refund record amount in excess of offset	72	Agency Refund Amount exceeds offset amount available. Agency Refund partially processed. (Included in Unprocessable File) (W)

Legacy Codes	Description (Legacy)	New TOP Codes	Description (Enhanced TOP)
73	Refund Reversal record no Offset Payment for offset year	73	Agency Refund Reversal not processed. Agency Refund could not be found.
74	Amount of Adjustment exceeds amount of previous refund	74	Agency Refund Reversal Amount exceeds agency refund. Agency Refund Reversal partially processed. (Included in Unprocessable File) **(W)**
75	Local Contact Code cannot be blank for C1 record type		
76	Bypass does not exist in Pay_X_Ref table	76	Payment Source does not exist in TOP
77	Bypass code already in place for this debtor	77	Bypass already exists for debtor
78	Bypass code not found for this debtor	78	Bypass does not exist for debtor
79	Bypass indicator full - cannot add bypass		
80	Only Tax Levy can rescind a debt		
81	Invalid Debtor Country Code	81	Invalid debtor country code
82	Invalid Alias Debtor Country Code		
83	Default Debt Load Bypass Indicators exceed limit of 10		
84	Multiple alias with same effective date exist		
85	Local Contact Code does not exist on Local- Contact	85	Local Contact Code does not exist for Creditor Agency
86	If country code is XX, state code must be blank		
87	If alias country code is XX, alias state code must be blank		
88	Trace ID Value Not Valid	88	Invalid Offset or Agency Refund Identifier
89	Bypass indicator is a duplicate of existing bypass indicator		
90	Delinquent Date is more than 10 yrs past current date	90	Delinquency Date is beyond the expiration date for the Debt Type
91	Sub Code must be A,C,or D	91	Override Action Code must be A, C or D
92	Source of Payment must be in Pay Xref Table		
93	Payment Agency does not exist in Agency Site Table		
94	Override Amount Not Numeric	94	Override Amount not numeric
95	Override Percent Not Numeric	95	Override Percent not numeric
96	For Debtor Override, add row already present	96	Override already exists for debtor
97	For Debtor Override, change/delete row is not present	97	Override does not exist for debtor
98	Last Name change indicator must be B or C	98	Invalid Last name Update Reason - only 'C' is allowed
99	New data cannot be blank for C1 record type		
1A	Cannot reset debtor status. Debt Status is not active		
1B	Invalid Tin Number for J&S debt		
1C	Cannot Reattach to a debt not found	1C	Debt Specified for Reattach cannot be blank or does not exist
1D	Cannot detach/reattach Non J&S debt	1D	Cannot Detach Debtor from Non JOS Debt
1E	Debtor Not in Debtor Table	1E	TIN Number does not exist for debt
1F	Cannot detach an archived debtor	1F	TIN is associated with a Federal Agency
1G	Input Joint Status Indicator is invalid		
1H	Cannot convert to Regular Debt		
1I	Debtor already in the Debtor Table	1I	Debtor already exists for Debt Account specified
1J	Tin Number is needed for this input record	1J	TIN required for input record
1K	Input Debtor Status Field is invalid		

Legacy Codes	Description (Legacy)	New TOP Codes	Description (Enhanced TOP)
1L	Warning: this is the last debtor for this debt		
1M	Invalid Alias Tin Number		
1N	Cannot add/update Debtor where joint count = 1		
1O	Cannot update to an archived debt/debtor		
1P	Reattached debtor already exists	1P	Reattaching a debtor to a J&S Debt where debtor already exists
1Q	Percent Override Limited to 99%		
1R	Percent Override Limited to 100%		
1S	Cannot detach last debtor	1S	Cannot Detach last Debtor from Debt
1T	Cannot reattach debtor to different agency	1T	Reattach Agency ID must be the same ss Original Debt Agency ID
1U	Debtor is detached already	1U	Debtor has been previously detached
1V	Cannot update detached debtor	1V	Cannot Detach Debtor that has been offset
1W	Cannot reset bypass indicator		
1X	Cannot add debtors to non J&S debt		
1Y	Debt Archived. Trans moved to Suspense File. Restore Req.		
2B	Debt is Archived		
		2A	Cannot process Agency Refund with Future Payment Date
		2B	Foreign Zip is invalid
		2C	Missing Debtor Address for new debtor
		2D	Missing Debtor City for address
		2E	Business/Individual indicator is missing
		2F	Record must specify a valid Payment Source
		2G	Missing Debtor State for US address
		2H	Missing Debtor Zip for US address
		2I	No update processed. Verify record type and action code
		2J	Cannot modify orphan debtor status
		2K	Override record must contain either an override amount or an override percent
		2L	Overlay amount required for action code
		2M	Specified Payment Agencies must match at least one of the Payment Sources provided
		2N	Override Percent must be less than the Maximum Offset Percent specified for the Payment Source
		2O	Agency specified for Reattach Cannot be blank, is Invalid or Does not exist
		2P	Site specified for Reattach Cannot be blank, is Invalid or Does not exist
		2Q	Invalid Last Name
		2R	Delinquency Date is missing
		2S	Debt Type is missing
		2T	Invalid Reset Action
		2U	TIN does not exist for Debt

New TOP Codes	Description (Enhanced TOP)
W1	Payment Agency updated for the Payment Source provided **(W)**
W2	All Debtor Bypasses for specified Payment Source deleted **(W)**
W3	All Debtor Overrides for specified Payment Source deleted **(W)**
W4	Existing Debtor Alias has been updated **(W)**
W5	New Debtor Alias has been added **(W)**
W6	Decrease amount greater than debt balance. Debt balance reduced to zero **(W)**
W7	Last Name has been updated but the Alias record requested already exists for the debtor **(W)**
W8	Address has been updated for Debt/Debtor **(W)**
W9	Debt has been updated to a Joint & Several debt **(W)**
WB	Debt/Debtor has been inactivated as a result of current year agency refund **(W)**
WC	Debtor has been inactivated as a result of current year agency refund **(W)**
WD	Processing agency refund for debt in archived status **(W)**
WE	Processing agency refund reversal for debt in archived status **(W)**
Key	
	Legacy Code Not in Enhanced TOP
	New Enhanced TOP Code
(W)	**Designates a Warning Code (all other codes are**

Note: All error codes listed above will create a process failure for that record, except 72 and 74, which will process and produce warnings to the agency.

Country Codes

Country Code information is displayed below in two ways to facilitate easy lookup. The first two columns present Countries and associated codes, sorted alphabetically on codes. The third and fourth columns present the same information, sorted alphabetically on countries.

Code	Country	Country	Code
AD	Andorra	Afghanistan	AF
AE	United Arab Emirates	Albania	AL
AF	Afghanistan	Algeria	DZ
AG	Antigua and Barbuda	Andorra	AD
AI	Anguilla	Angola	AO
AL	Albania	Anguilla	AI
AM	Armenia	Antigua and Barbuda	AG
AN	Netherlands Antilles	Argentina	AR
AO	Angola	Armenia	AM
AR	Argentina	Aruba	AW
AT	Austria	Australia	AU
AU	Australia	Austria	AT
AW	Aruba	Azerbaijan	AZ
AZ	Azerbaijan	Bahamas	BS
BA	Bosnia and Herzegovina	Bahrain	BH
BB	Barbados	Bangladesh	BD
BD	Bangladesh	Barbados	BB
BE	Belgium	Belarus	BY
BF	Burkina Faso	Belgium	BE
BG	Bulgaria	Belize	BZ
BH	Bahrain	Benin	BJ
BI	Burundi	Bermuda	BM
BJ	Benin	Bhutan	BT
BM	Bermuda	Bolivia	BO
BN	Brunei Darussalam	Bosnia and Herzegovina	BA
BO	Bolivia	Botswana	BW
BR	Brazil	Brazil	BR
BS	Bahamas	British Indian Ocean Territory	IO
BT	Bhutan	Brunei Darussalam	BN
BW	Botswana	Bulgaria	BG
BY	Belarus	Burkina Faso	BF
BZ	Belize	Burundi	BI
CA	Canada	Cambodia	KH
CD	Congo, Dem. Republic of	Cameroon	CM
CF	Central African Rep	Canada	CA
CG	Congo	Cape Verde	CV
CH	Switzerland	Cayman Islands	KY
CI	Cote d'Ivoire	Central African Rep	CF
CK	Cook Islands	Chad	TD
CL	Chile	Chile	CL
CM	Cameroon	China	CN
CN	China	Colombia	CO
CO	Colombia	Comoros	KM
CR	Costa Rica	Congo	CG
CU	Cuba	Congo, Dem. Republic of	CD
CV	Cape Verde	Cook Islands	CK
CY	Cyprus	Costa Rica	CR
CZ	Czech Republic	Cote d'Ivoire	CI
DE	Germany	Croatia	HR
DJ	Djibouti	Cuba	CU
DK	Denmark	Cyprus	CY
DM	Dominica	Czech Republic	CZ
DO	Dominican Republic	Dem. People's Rep of Korea	KP

Code	Country	Country	Code
DZ	Algeria	Denmark	DK
EC	Ecuador	Djibouti	DJ
EE	Estonia	Dominica	DM
EG	Egypt	Dominican Republic	DO
ER	Eritrea	East Timor	TP
ES	Spain	Ecuador	EC
ET	Ethiopia	Egypt	EG
FI	Finland	El Salvador	SV
FJ	Fiji	Equatorial Guinea	GQ
FK	Falkland Islands (Malvinas)	Eritrea	ER
FM	Micronesia, Federated States of	Estonia	EE
FO	Faroe Islands	Ethiopia	ET
FR	France	Falkland Islands (Malvinas)	FK
GA	Gabon	Faroe Islands	FO
GB	Great Britain	Fiji	FJ
GD	Grenada	Finland	FI
GE	Georgia	France	FR
GF	French Guiana	French Guiana	GF
GH	Ghana	French Polynesia	PF
GI	Gibraltar	French Southern Territories	TF
GL	Greenland	Gabon	GA
GM	Gambia	Gambia	GM
GN	Guinea	Georgia	GE
GP	Guadeloupe	Germany	DE
GQ	Equatorial Guinea	Ghana	GH
GR	Greece	Gibraltar	GI
GT	Guatemala	Great Britain	GB
GW	Guinea-Bissau	Greece	GR
GY	Guyana	Greenland	GL
HK	Hong Kong, China	Grenada	GD
HN	Honduras	Guadeloupe	GP
HR	Croatia	Guatemala	GT
HT	Haiti	Guinea	GN
HU	Hungary	Guinea-Bissau	GW
ID	Indonesia	Guyana	GY
IE	Ireland	Haiti	HT
IL	Israel	Honduras	HN
IN	India	Hong Kong, China	HK
IO	British Indian Ocean Territory	Hungary	HU
IQ	Iraq	Iceland	IS
IR	Iran, Islamic Republic of	India	IN
IS	Iceland	Indonesia	ID
IT	Italy	Iran, Islamic Republic of	IR
JM	Jamaica	Iraq	IQ
JO	Jordan	Ireland	IE
JP	Japan	Israel	IL
KE	Kenya	Italy	IT
KG	Kyrgyzstan	Jamaica	JM
KH	Cambodia	Japan	JP
KI	Kiribati	Jordan	JO
KM	Comoros	Kazakhstan	KZ
KN	Saint Kitts and Nevis	Kenya	KE
KP	Dem. People's Rep of Korea	Kiribati	KI
KR	Korea	Korea	KR
KW	Kuwait	Kuwait	KW
KY	Cayman Islands	Kyrgyzstan	KG
KZ	Kazakhstan	Lao, People's Dem. Republic	LA
LA	Lao, People's Dem. Republic	Latvia	LV
LB	Lebanon	Lebanon	LB

Code	Country	Country	Code
LC	Saint Lucia	Lesotho	LS
LI	Liechtenstein	Liberia	LR
LK	Sri Lanka	Libyan Jamahiriya	LY
LR	Liberia	Liechtenstein	LI
LS	Lesotho	Lithuania	LT
LT	Lithuania	Luxembourg	LU
LU	Luxembourg	Macau	MO
LV	Latvia	Madagascar	MG
LY	Libyan Jamahiriya	Malawi	MW
MA	Morocco	Malaysia	MY
MC	Monaco	Maldives	MV
MD	Moldova, Republic of	Mali	ML
MG	Madagascar	Malta	MT
MH	Marshall Islands	Marshall Islands	MH
MK	The former Yugoslav Republic of Macedonia	Martinique	MQ
ML	Mali	Mauritania	MR
MM	Myanmar	Mauritius	MU
MN	Mongolia	Mayotte, Territorial Community of	YT
MO	Macau	Mexico	MX
MP	Northern Mariana Islands	Micronesia, Federated States of	FM
MQ	Martinique	Moldova, Republic of	MD
MR	Mauritania	Monaco	MC
MS	Montserrat	Mongolia	MN
MT	Malta	Montserrat	MS
MU	Mauritius	Morocco	MA
MV	Maldives	Mozambique	MZ
MW	Malawi	Myanmar	MM
MX	Mexico	Namibia	NA
MY	Malaysia	Nauru	NR
MZ	Mozambique	Nepal	NP
NA	Namibia	Netherlands	NL
NC	New Caledonia	Netherlands Antilles	AN
NE	Niger	New Caledonia	NC
NF	Norfolk Island	New Zealand	NZ
NG	Nigeria	Nicaragua	NI
NI	Nicaragua	Niger	NE
NL	Netherlands	Nigeria	NG
NO	Norway	Niue	NU
NP	Nepal	Norfolk Island	NF
NR	Nauru	Northern Mariana Islands	MP
NU	Niue	Norway	NO
NZ	New Zealand	Oman	OM
OM	Oman	Pakistan	PK
PA	Panama (Rep)	Palau	PW
PE	Peru	Panama (Rep)	PA
PF	French Polynesia	Papua New Guinea	PG
PG	Papua New Guinea	Paraguay	PY
PH	Philippines	Peru	PE
PK	Pakistan	Philippines	PH
PL	Poland (Rep)	Pitcairn, Henderson, Ducie and Oeno Islands	PN
PM	Territorial Community of St Pierre and Miquelon	Poland (Rep)	PL
PN	Pitcairn, Henderson, Ducie and Oeno Islands	Portugal	PT
PT	Portugal	Qatar	QA
PW	Palau	Reunion	RE
PY	Paraguay	Romania	RO
QA	Qatar	Russian Federation	RU

Code	Country	Country	Code
RE	Reunion	Rwanda	RW
RO	Romania	Saint Helena	SH
RU	Russian Federation	Saint Kitts and Nevis	KN
RW	Rwanda	Saint Lucia	LC
SA	Saudi Arabia	Saint Vincent and the Grenadines	VC
SB	Solomon Islands	Samoa	WS
SC	Seychelles	San Marino	SM
SD	Sudan	Sao Tome and Principe	ST
SE	Sweden	Saudi Arabia	SA
SG	Singapore	Senegal	SN
SH	Saint Helena	Seychelles	SC
SI	Slovenia	Sierra Leone	SL
SK	Slovakia	Singapore	SG
SL	Sierra Leone	Slovakia	SK
SM	San Marino	Slovenia	SI
SN	Senegal	Solomon Islands	SB
SO	Somalia	Somalia	SO
SR	Suriname	South Africa	ZA
ST	Sao Tome and Principe	Spain	ES
SV	El Salvador	Sri Lanka	LK
SY	Syrian Arab Rep	Sudan	SD
SZ	Swaziland	Suriname	SR
TC	Turks and Caicos Islands	Swaziland	SZ
TD	Chad	Sweden	SE
TF	French Southern Territories	Switzerland	CH
TG	Togo	Syrian Arab Rep	SY
TH	Thailand	Tajikistan	TJ
TJ	Tajikistan	Tanzania, United Republic of	TZ
TK	Tokelau	Territorial Community of St Pierre and Miquelon	PM
TM	Turkmenistan	Thailand	TH
TN	Tunisia	The former Yugoslav Republic of Macedonia	MK
TO	Tonga (including Niuafo'ou)	Togo	TG
TP	East Timor	Tokelau	TK
TR	Turkey	Tonga (including Niuafo'ou)	TO
TT	Trinidad and Tobago	Trinidad and Tobago	TT
TV	Tuvalu	Tunisia	TN
TZ	Tanzania, United Republic of	Turkey	TR
UA	Ukraine	Turkmenistan	TM
UG	Uganda	Turks and Caicos Islands	TC
US	United States of America	Tuvalu	TV
UY	Uruguay	Uganda	UG
UZ	Uzbekistan	Ukraine	UA
VA	Vatican	United Arab Emirates	AE
VC	Saint Vincent and the Grenadines	United States of America	US
VE	Venezuela	Unknown Foreign Country	XX
VG	Virgin Islands (British)	Uruguay	UY
VN	Vietnam	Uzbekistan	UZ
VU	Vanuatu	Vanuatu	VU
WF	Wallis and Futuna Islands	Vatican	VA
WS	Samoa	Venezuela	VE
YE	Yemen	Vietnam	VN
YT	Mayotte, Territorial Community of	Virgin Islands (British)	VG
YU	Yugoslavia	Wallis and Futuna Islands	WF
ZA	South Africa	Yemen	YE
ZM	Zambia	Yugoslavia	YU
ZW	Zimbabwe	Zambia	ZM