TIMS
TAX INFORMATION MANAGEMENT SYSTEM

North Carolina Department of Revenue

CCM 47 – eGarnishment Data Exchange Functional Design

NCDOR
DEPARTMENT OF REVENUE
NORTH CAROLINA

Revision History

Version	Date	Author	Description
v0-1	04-17-12	CGI	First draft provided to DOR
V0-2	04-27-12	CGI	Updated with DOR Comments
V0-3	04-30-12	CGI	Updated with DOR Comments
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V1-1	10-29-12	CGI	Updated per 17310

Acronym List

Acronym	Definition
CACS-G	Computer Assisted Collections System for Government
CCM	Collections Case Management
DOR	North Carolina Department of Revenue
ESB	Enterprise Service Bus
ETM	Enterprise Taxation Management
FTI	Federal Tax Information
ODS	Operational Data Store
sFTP	Secure File Transfer Protocol
MOU	Memorandum of Understanding

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List of Exhibits

1 Overview

The *eGarnishment Data Exchange Functional Design* identifies the Computer Assisted Collections System for Government (CACS-G) extensions needed as well as the data needed to inform the participating garnishees of the active legal action.

1.1 Description

The functional design addresses the following capabilities and data exchanges:

- Electronic garnishment initiation
- Compliance for electronic garnishments
- Electronic garnishment release
- Extension to Bank Information Table (catalog)
- Extension to Employer Catalog
- Updates to generating legal actions both automatically or manually
- Identify the elements needed to initiate and release a garnishment electronically

North Carolina Department of Revenue (DOR) files garnishments electronically with a select group of financial institutions and employers (from here forward the term garnishees includes participating financial institutions and employers). When a garnishment is initiated in CACS-G, either manually or automatically, participating garnishees do not receive a hard copy of the garnishment. Instead, CACS-G creates a file with the new garnishments and passes it to eServices for the garnishees to access using the Bulk File Transfer service (please refer to *ESRVC 1000 Bulk File Transfer design* for details). Physical copies of the garnishment are mailed to taxpayers and power of attorneys (POA) as applicable. See *Automated Legal Actions*, *Manual Legal Actions* and *OC 300* for initiate garnishment letter details.

Garnishees also receive the release of the garnishment legal actions electronically. When the garnishment is released, if the garnishee is required to be notified, the information to release the legal action is added to a file which is passed to eServices for the garnishee to access using the Bulk File Transfer service (see *Automated Legal Actions* for when the garnishee needs to be notified, and the *OC 100* for release garnishment letter details).

Exhibit 1-1 eGarnishment Process illustrates this process.

Exhibit 1-1 eGarnishment Process
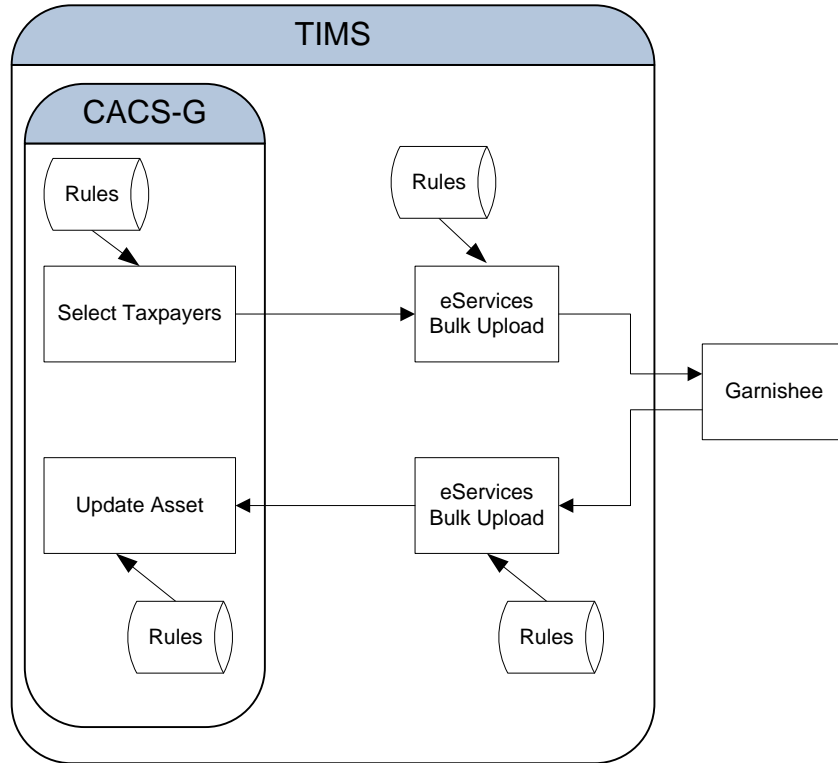
1.2   Data Exchange Definition

The definition for each data exchange consists of the following components:

Exhibit 1-2 Data Exchange Definition

Component	Description
Overview	A general description of each data exchange.
Business Process (BP) Area (Type)	Subsystem(s) utilizing data exchange. Valid values are: • Collections Case Management (CCM) • Registration • Submissions Processing • Financial Transactions • Revenue Accounting • Collections • Examination • Outbound Contacts • Notes & Reason Codes • Purge & Archive • Queries, Reports & Extracts • User Authorization

	• Workflow & Case Management
Subject	Keywords describing the data exchange.
Source	System sending data.
Destination	System receiving data.
Reference Documents	Relevant application designs, database designs, and other documents.
Format	Format which data is exchanged. If the data exchange is in current use, specify only the current value. Valid values include: • Extensible Markup Language (XML) • String • Flat File • Database (DB) Record • Excel Spreadsheet • EDI
Channel	Channel through which data is exchanged. If the DE is in current use, specify only the current value. Valid values are: • Database Insert • FTP • Tape/CD
Frequency	Value indicating how often the existing data exchange is run, as well as the preference of how often the data exchange will be run, from a business function for ETM / CACS-G. Valid values are: • Ad-hoc • Nightly • Weekly • Monthly • Quarterly • Semi-Annually • Annually
Trigger	The event indicating when the current data exchange is executed, as well as the preference of when the data exchange should be executed, from a business function, for ETM / CACS-G. Valid value are: • Scheduled Job • Receipt of File • Ad-hoc
Business Owner	Name and division of DOR Business Owner.
Operational Owner	Name of DOR Operational Owner.
MOU Owner	Name of DOR MOU Owner.
External Stakeholder	Name, organization, and contact information of external stakeholder (if applicable).
Recovery Point Objective	Describes the acceptable amount of data loss measured in time, point in time to which DOR must recover data as defined by the DOR organization.
Type of Information	Values indicating the type of information that will be captured by the Data Exchange. Valid values are:

	• FTI • State • Public • Non DOR State
Additional Information	Provide additional information specific to the Data Exchange if necessary.
Assumptions	Description of each stated assumption.
Business Rules	The business rules section will outline rules for processing and validating data exchange files and records.
Data Element Summary	A table containing a functional overview of the data elements the data exchange will process.
Related Contract Requirements	Inventory of contract requirements supported by the data exchange. Requirements marked as 'Fully Met' (if the requirement is wholly addressed within the functional design) or 'Jointly Met' (if the requirement is addressed by more than one functional design).

2   Outbound Garnishment Initiate File

Exhibit 2-1 CACS-G Outbound Garnishment Initiate File

Overview:	Wage and Non Wage Garnishments sent electronically to the garnishee		
BP Area:	CCM	**Subject:**	Initiate Garnishment
Source:	CACS-G	**Destination:**	eServices
Ref. Docs.:	*ESRVC 1000 Bulk File Transfer* *OC 300* *Automated Legal Actions* *Manual Legal Actions* *Pitney Bowes Integration*		
Format:	Flat File		
Channel:	FTP		
Frequency:	Current – Weekly	Future – Daily	
Trigger:	Current - Scheduled	Future – Scheduled	
Business Owner:	Collections Division	**Operational Owner:**	Collections Division
MOU Owner:	Collections Division (DOR)	**External Stakeholder:**	Participating garnishees
Recovery Point Objective:	40 files		
Type of Information Captured:	Federal		
Additional Information:	None		

2.1   Assumptions

- ESRVC 1000 Bulk File Transfer will allow DOR to encrypt files.
- DOR is responsible for file transfers, including the timing for making files available to external users, processing, and protocols.

2.2   Business Rules

1. CACS-G creates a file for each garnishee who is participating in electronic garnishment.

   1.1. If the garnishee is defined as both an Employer and Financial Institution, they receive two files. One for wage garnishment and a second for non-wage garnishment.

2. Cases with an initiate legal action trigger are selected. See sections Manual Legal Action and Automate Legal Actions below.

2.1.   Once the trigger has been processed it is deleted.

3.   Original File ID is populated with a unique ID for the entire eGarnishment Initiate file creation.

3.1.   The Original File ID is added to the all the legal actions included in the file.

4.   Original Garnishment balance is the total of the assessments included on the legal action.

5.   Joint Taxpayer fields are populated only when the Joint taxpayer is included on the legal action.

6.   Hold Day is populated with the Hold days indicated on the Bank Catalog. If not specified on the bank catalog populated with 20 days.

6.1.   Not applicable for Wage Garnishments.

7.   Withholding Percentage is populated with 10 for wage garnishments and 100 for non-wage garnishments.

8.   Character fields are blank (not null) if no specified value.

9.   Character fields are left justified, padded with blanks.

10. Numeric fields are zero filled if no specified value.

11. Numeric fields have leading zeros.

12. Amount fields have an implied decimal point.

13. If no new garnishments are created for a participating garnishee, the file is still created without any '5' records.

2.3   Data Elements Summary

Exhibit 2.2-1 Data Elements

Source Name – CACS-G	Required	Attribute Name – eServices	Note
Header:			
Record Type	Y	Record Type	Fix Field '0'
Date Created	Y	Date Created	CCYYMMDD
Garnishee Name	Y	Garnishee Name	
Legal Action Type	Y	Legal Action Type	Values: Non Wage, and Wage
Filler Field	N	Filler Field	
Content:			
Record Type	Y	Record Type	Fix Field '5'
Filler Field	N	Filler Filed	Spaces
Original File ID	Y	Original File ID	Unique number for the eGarnishment file created
Filler Field	N	Filler Field	Spaces
Collection Case ID	Y	Collection Case ID	
Filler Field	N	Filler Field	

Filler Field	N	Filler Field	
Primary SSN	N	Debtor 1 SSN	
Joint SSN	N	Debtor 2 SSN	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
FEIN	N	FEIN	
Individual Taxpayer Name	N	Individual Taxpayer Name	Includes all the remaining name information that is not the last name.
Individual Taxpayer Middle Name (not used by NCDOR)	N	Filler Field	
Individual Taxpayer Last Name	N	Individual Taxpayer Last Name	The name available before the comma as defined by the data structure.
Individual Taxpayer Suffix (not used by NCDOR)	N	Filler Field	
Joint Taxpayer First Name	N	Joint Taxpayer Name	Includes all the remaining name information that is not the last name.
Joint Taxpayer Middle Name (Not Used by NCDOR)	N	Filler Field	
Joint Taxpayer Last Name	N	Joint Taxpayer Last Name	The name available before the comma as defined by the data structure.
Joint Taxpayer Suffix (Not used by NCDOR)	N	Filler Field	
Business Name	N	Business Name	
Filler Field	N	Filler Field	
Original Garnishment Balance	Y	Original Garnishment Balance	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
Amt Avail	N	Amt Avail	
Date Processed	N	Date Processed	
Match Indicator	N	Match Indicator	
Hold Days	N	Hold Days	Number of days the FI should hold the money before sending it to DOR. Not populated for Wage Garnishment
Filler Field	N	Filler Field	

Primary Taxpayer Address Line 1	Y	Primary Taxpayer Address Line 1	
Primary Taxpayer Address Line 2	Y	Primary Taxpayer Address Line 2	
Primary Taxpayer City	Y	Primary Taxpayer City	
Primary Taxpayer State	Y	Primary Taxpayer State	
Primary Taxpayer Zip	Y	Primary Taxpayer Zip	
Withholding Percentage	Y	Withholding Percentage	10% for Wage and 100% for Non Wage.
Filler Field	N	Filler Field	
Footer:			
Record Type	Y	Record Type	Fix Field '9'
Total Record Count	Y	Total Record Count	Number of W records
Total Garnishment Balance	Y	Total Garnishment Balance	Garnishment Balance Total

3 Inbound Garnishment Compliance Response

Exhibit 3-1 Garnishment Returned from Financial Institutions

Overview:	Garnishees respond with the action taken for each garnishment issues by DOR.		
BP Area:	CCM	**Subject:**	Compliance Response
Source:	Eservices	**Destination:**	CCM
Ref. Docs.:	*ESRVC 1000 Bulk File Transfer*		
Format:	Flat File		
Channel:	FTP		
Frequency:	Current – NA	Future – Daily	
Trigger:	Current - NA	Future – Scheduled	
Business Owner:	Collections Division	**Operational Owner:**	Collections Division
MOU Owner:	Collections Division (DOR)	**External Stakeholder:**	Participating garnishees
Recovery Point Objective:	NA		
Type of Information Captured:	Federal		
Additional Information:	None		

3.1 Assumptions

- ESRVC 1000 Bulk File Transfer will allow DOR to encrypt files.
- This inbound garnishment compliance response is not used to electronically process payments.

3.2 Business Rules

14. Financial Institutions and Employers are able to return the file using Bulk File Transfer. The returned file includes the following fields populated by the garnishee:

    14.1. Match Indicator: indicates possible outcomes of the garnishment.

        14.1.1. M for Match is accompanied by Amt Avail and Date Processed.

        14.1.2. NF for No Funds – Amt Avail and Date Processed are not populated.

        14.1.3. NM for No Match – the taxpayer does not have an account, or no longer works for the garnishee. Amt Avail and Date Processed are not populated.

    14.2. Amt Avail : the amount available from the taxpayer's account or wages.

14.3. Date processed: the date the assets are frozen.

15. The file returned through the bulk upload is verified for accuracy of data before it is processed to CACS-G. If the volume of bad records returned is within the acceptable threshold, the file is loaded into CACS-G.

15.1. Bad records are defined as missing data or incorrect data in required fields. For filler fields, null spaces will not count as bad records.

15.2. For Wage Garnishments, if the match indicator is not populated the record is bypassed.

15.3. The current acceptable threshold of bad records is no more then 0.5% of all records.

15.4. The Total Record Count returned must match the Total Record Count of records sent. For example, if original eGarnishment file contains 100 records, the Compliance file should contain 100 records with a value populated in the Match Indicator field for all 100 records.

15.5. Errors, when a file is not processed, will be detailed in *ESRVC 1000 Bulk File Transfer* design.

16. When the file is loaded a history record is generated for each case processed with an activity code of eGarn Compliance Response.

16.1. Matched indicators create a history record with the following history text:

16.1.1. Non-Wage Garnishment: 'Response received from <Garnishee Name Header> indicates that $<Amt Avail > is available for attachment and garnishment. This amount has not been remitted and will be held until (<Date Created in Header>+ <# of Hold Days> -1) unless released by NCDOR.'

16.1.2. Wage Garnishment: 'Response received from <Garnishee Name Header> indicates that taxpayer is currently employed.'

16.2. No Funds indicators create a history record with a history text: 'Response received from <Garnishee Name Header> indicates that no funds were available for attachment and garnishment on the date of service ,<Date Processed>.' This match response is only for non-wage garnishments.

16.3. No Match indicators add a history record with history text:.

16.3.1. Non Wage Garnishment: 'Response received from <Garnishee Name Header> indicates that the taxpayer does not have an open/active account available for attachment and garnishment on the date of service ,<Date Processed>.'

16.3.1.1. For non wage garnishments the invalid indicator on the asset is set to Invalid.

16.3.2. Wage Garnishment: 'Response received from <Garnishee Name Header> indicates that the taxpayer is no longer employed. Garnishment still active at <Garnishee Name Header>.'

17. Character fields are blank not null if no specified value.

18. Character fields are left justified, padded with blanks.

19. Numeric fields are zero filled if no specified value.

20. Numeric fields have leading zeros.

21. Amount fields have an implied decimal point.

3.3   Data Elements Summary

Exhibit 3-2 Data Elements

Source Name – CACS-G	Required	Attribute Name – eServices	Note
Header:			
Record Type	Y	Record Type	Fix Field '0'
Date Created (outbound eGarnishment date)	Y	Date Created	CCYYMMDD
Garnishee Name	Y	Garnishee Name	
Legal Action Type	Y	Legal Action Type	Values: Non Wage, and Wage
Filler Field	N	Filler Field	
Content:			
Record Type	Y	Record Type	Fix Field '5'
Filler Filed	N	Filler Filed	Spaces
Original File ID	Y	Original File ID	
Filler Field	N	Filler Field	Spaces
Collection Case ID	Y	Collection Case ID	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
Debtor 1 SSN	N	Debtor 1 SSN	
Debtor 2 SSN	N	Debtor 2 SSN	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
FEIN	N	FEIN	
Individual Taxpayer Name	N	Individual Taxpayer Name	Includes all the remaining name information that is not the last name.
Individual Taxpayer Middle Name (not used by NCDOR)	N	Filler Field	
Individual Taxpayer Last Name	N	Individual Taxpayer Last Name	The name available before the comma as defined by the data structure.
Individual Taxpayer Suffix (not used by NCDOR)	N	Filler Field	
Joint Taxpayer First Name	N	Joint Taxpayer Name	Includes all the remaining name information that is not the last name.
Joint Taxpayer Middle Name (Not Used by NCDOR)	N	Filler Field	

Joint Taxpayer Last Name	N	Joint Taxpayer Last Name	The name available before the comma as defined by the data structure.
Joint Taxpayer Suffix (Not used by NCDOR)	N	Filler Field	
Business Name	N	Business Name	
Filler Field	N	Filler Field	
Original Garnishment Balance	Y	Original Garnishment Balance	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
Amt Avail	N	Amt Avail	
Date Processed	Y	Date Processed	Date file is returned to DOR.
Match Indicator	Y	Match Indicator	Match (M), No Match (NM), No Funds (NF)
Hold Days	N	Hold Days	Number of days the FI should hold the money before sending it to DOR.
Filler Field	N	Filler Field	
Primary Taxpayer Address Line 1	Y	Primary Taxpayer Address Line 1	
Primary Taxpayer Address Line 2	Y	Primary Taxpayer Address Line 2	
Primary Taxpayer City	Y	Primary Taxpayer City	
Primary Taxpayer State	Y	Primary Taxpayer State	
Primary Taxpayer Zip	Y	Primary Taxpayer Zip	
Withholding Percentage	Y	Withholding Percentage	10% for Wage and 100% for Non Wage.
Filler Field	N	Filler Field	
Footer:			
Record Type	Y	Record Type	Fix Field '9'
Total Record Count	Y	Total Record Count	
Total Garnishment Balance	Y	Total Garnishment Balance	

4   Outbound Release Legal Actions

Exhibit 4-1 Release Legal Actions

Overview:	Garnishment releases are sent to garnishees electronically.		
BP Area:	CCM	**Subject:**	Garnishment Release
Source:	CACS-G	**Destination:**	eServices
Ref. Docs.:	*ESRVC 1000 Bulk File Transfer* *OC 100* *Automated Legal Actions* *Pitney Bowes Integration*		
Format:	Flat File		
Channel:	FTP		
Frequency:	Current – Weekly	Future – Daily	
Trigger:	Current – Scheduled	Future – Scheduled	
Business Owner:	Collections Division	**Operational Owner:**	Collections Division
MOU Owner:	Collections Division (DOR)	**External Stakeholder:**	Participating garnishees
Recovery Point Objective:	40 files		
Type of Information Captured:	Federal		
Additional Information:	None		

4.1   Assumptions

- DOR is responsible for sFTP processing and protocols.

4.2   Business Rules

22. Legal Actions where a garnishment release legal action trigger has been created are included in the file.

    22.1. Once the trigger created for electronic participating garnishees has been processed, it is deleted.

23. Original File ID is populated with the Original File ID identified when the eGarnishment file is created.

    23.1. If garnishment is not initiated with an electronic garnishment then the value is populated with all zeros.

24. If the vacate indicator is set to vacate the Release Type is set to V, otherwise set to R.

25. Character fields are blank not null if no specified value.

26. Character fields are left justified, padded with blanks.

27. Numeric fields are zero filled if no specified value.

28. Numeric fields have leading zeros.

29. Amount fields have an implied decimal point.

30. If no garnishment releases are created for a participating garnishee, the file is still created without any 'W' records.

Exhibit 4-2 Data Elements

Source Name – CACS-G	Required	Attribute Name – eServices	Note
Header:			
Record Type	Y	Record Type	Fix Field '0'
Date Created	Y	Date Created	CCYYMMDD Date release file is created
Garnishee Name	Y	Garnishee Name	
Legal Action Type	Y	Legal Action Type	Values: Non Wage, and Wage
Filler Field	N	Filler Field	
Content:			
Record Type	Y	Record Type	Fix Field '5'
Case ID	Y	Case ID	
Original File ID	Y	Original File ID	
Primary SSN	N	Primary SSN	
Joint SSN	N	Joint SSN	
Primary FEIN	N	Primary FEIN	
Individual Taxpayer Name	N	Individual Taxpayer Name	Includes all the remaining name information that is not the last name.
Individual Taxpayer Middle Name (Not used by NCDOR)	N	Filler Field	
Individual Taxpayer Last Name	N	Individual Taxpayer Last Name	The name available before the comma as defined by the data structure.
Individual Taxpayer Suffix (not used by NCDOR)	N	Filler Field	
Joint Taxpayer Name	N	Joint Taxpayer Name	Includes all the remaining name information that is not the last name.
Joint Taxpayer Middle Name (Not used by NCDOR)	N	Filler Field	

Joint Taxpayer Last Name	N	Joint Taxpayer Last Name	The name available before the comma as defined by the data structure.
Joint Taxpayer Suffix (Not used by NCDOR)	N	Filler Field	
Business Name	N	Business Name	
Initiate Garnishment Date	Y	Initiate Garnishment Date	
Original Garnishment Balance	Y	Original Garnishment Balance	
Type of Release	Y	Type of Release	Release (R) or Vacate (V)
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
Filler Field	N	Filler Field	
Footer:			
Record Type	Y	Record Type	Fix Field '9'
Total Record Count	Y	Total Record Count	
Total Amount Garnished	Y	Total Amount Garnished	

5   CACS-G Supporting Extensions

5.1   Assumptions

▪ CACS-G pages are mock-ups and are subject to change to reflect User Interface CACS-G standards for example color and font size.

5.2   Business Rules

BANK INFORMATION TABLE (CATALOG)

Exhibit 5-1 Bank Information Table Changes

31. Electronic Legal Action - checkbox, user entered; allow DOR to identify financial institutions that receive non-wage garnishments electronically.

32. The key to the table is changed from bank routing number to FID.

33. Hold Days – text field, user entered, 0- 60 are the only valid entries; allows DOR to identify how many days the financial institutions should hold the money before sending the money to DOR.

34. Bank Routing Number Table lists all bank routing numbers associated to the Financial Institution. The table allows DOR Employees to insert new rows in order to document all bank routing numbers. There it not a maximum number of bank routing numbers.

    34.1. Select check box – identifies the bank routing number to delete, defaults to not checked.

    34.2. (Routing Number) – user entered, numeric 9 character max.

34.3. Insert button – adds a new row to the bank routing number table.

34.4. Delete button – removed the bank routing number row(s) with the select check box selected.

35. Total Routing Numbers – the total number of records in the Bank Routing Number Table.

36. Submit button – when submit is selected, CACS-G validates that the bank routing numbers entered are unique to the Bank Information Table and checked against BANK_BANK for a valid bank routing number. If they are not unique and valid an error message is presented and the bank routing number is not saved.

BANK INFORMATION TABLE PAGE - SEARCH RESULTS

37. Remove the ABA from the Search Results.

EMPLOYER CATALOG

Exhibit 5-2 Employer Catalog changes

38. Electronic Legal Action – checkbox, user entered; allow DOR to identify employers that receive wage garnishments electronically.

39. FID – user entered; required, allows DOR to identify the FID for Employers.

MANUAL LEGAL ACTIONS

40. When a wage garnishment is initiated manually the integration with Pitney Bowes does not print a letter to the Electronic Legal Action garnishee. Instead a trigger is created to add the garnishment to the file for the employer.

40.1. When the DOR employee selects Submit from the Initiate legal action page, and the recipient is an employer with the electronic legal action indicator selected, a pop up message is presented to the DOR Employee notifying them that a letter will not be displayed for the garnishee because it participate in electronic garnishments.

40.1.1. The message reads: "A letter will not be generated for the garnishee selected. The garnishee will receive the garnishment electronically."

40.1.2. Ok – button selected to continue generating the legal action.

40.1.3. Cancel – button selected to return to legal action page.

40.2. History text for the initiate legal action contains the following text: Wage garnishment served to <Asset Recipient>. eGarnishment file number is <Original File ID>.

41. When a non wage garnishment is initiated manually the integration with Pitney Bowes does not print a letter to the Electronic Legal Action garnishee. Instead a trigger is created to add the garnishment to the file for the garnishee.

    41.1. When the DOR employee selects Submit from the Initiate legal action page, and the recipient is a financial institution with the electronic legal action indicator selected, a pop up message is presented to the DOR Employee notifying them that a letter will not be displayed for the garnishee because it participate in electronic garnishments.

        41.1.1. The message reads: "A letter will not be generated for the garnishee selected. The garnishee will receive the garnishment electronically."

        41.1.2. Ok – button selected to continue generating the legal action.

        41.1.3. Cancel – button selected to return to legal action page.

    41.2. History text for the initiate legal action contains the following text: Non-Wage garnishment served to <Asset Recipient>. < Asset Recipient> will hold funds for <# of Hold days>. eGarnishment file number is <Original File ID>.

42. When a wage garnishment is released manually the integration with Pitney Bowes does not print a letter to the Electronic Legal Action garnishee. Instead a trigger is created to add the release action to the file for the employer.

    42.1. When the DOR employee selects Submit from the release legal action page, and the recipient is an employer with the electronic legal action indicator selected, a pop up message is presented to the DOR Employee notifying them that a letter will not be displayed for the garnishee because it participate in electronic garnishments.

        42.1.1. The message reads: "A release letter will not be generated for the garnishee selected. The garnishee will receive the release notification electronically."

        42.1.2. Ok – button selected to continue generating the legal action.

        42.1.3. Cancel – button selected to return to legal action page.

    42.2. History text for the release legal action contains the following text.

        42.2.1. Vacate indicator is selected: An electronic release indicating this garnishment has been vacated has been sent to <Asset Recipient>. A paper copy has been sent to the taxpayer.

        42.2.2. All other releases: An electronic release has been sent to <Asset Recipient>. A paper copy has been sent to the taxpayer.

43. When a non wage garnishment is released manually the integration with Pitney Bowes does not print a letter to the Electronic Legal Action garnishee. Instead a trigger is created to add the release action to the file for the financial institution.

    43.1. When the DOR employee selects Submit from the release legal action page, and the recipient is a financial institution with the electronic legal action indicator selected, a pop up message is presented to the DOR Employee notifying them that a letter will not be displayed for the garnishee because it participate in electronic garnishments.

        43.1.1. The message reads: "A release letter will not be generated for the garnishee selected. The garnishee will receive the release notification electronically."

        43.1.2. Ok – button selected to continue generating the legal action.

        43.1.3. Cancel – button selected to return to legal action page.

43.2. History text for the release legal action contains the following text.

43.2.1. Vacate indicator is selected: An electronic release indicating this garnishment has been vacated has been sent to <Asset Recipient>.   A paper copy has been sent to the taxpayer.

43.2.2. All other releases: An electronic release has been sent to <Asset Recipient>. A paper copy has been sent to the taxpayer.

43.3. If the release is generated the same day as the initiate legal action, the garnishment is not sent to the garnishee.

AUTOMATED LEGAL ACTIONS

44. When a wage garnishment is created and the garnishee's Electronic Legal Action Indicator is checked in the employer catalog, a trigger to include the legal action on the electronic garnishment is created and the letter is not printed for the garnishee.

44.1. History text for the initiate legal action contains the following text: Wage garnishment served to <Asset Recipient>. eGarnishment file number is <Original File ID>.

45. When a non-wage garnishment is created and the garnishee's Electronic Legal Action Indicator is checked in the bank catalog, a trigger to include the legal action on the electronic garnishment is created and the letter is not printed for the garnishee.

45.1. History text for the initiate legal action contains the following text: Non Wage garnishment served to <Asset Recipient>. < Asset Recipient> will hold funds for <# of Hold days>. eGarnishment file number is <Original File ID>.

46. When a wage garnishment is released and the garnishee's Electronic Legal Action Indicator is checked in the employer catalog, a trigger to include the legal action on the electronic garnishment release is created and the letter is not printed for the garnishee.

47. When a non-wage garnishment is released for a reason that would create a release letter to the financial institution (see Automated Legal Action) and the garnishee's Electronic Legal Action Indicator is checked in the bank catalog, a trigger to include the legal action on the electronic garnishment release is created and the letter is not printed in for the garnishee.

6 Related Contract Requirements

Note: TIMS CCM 47 eGarnishment is stored in JIRA as TIMS 15871 and all related contract requirements are linked to their associated JIRA number for reference. In the How Met? Column, the valid values are 'Fully Met' (if the requirement is wholly addressed within the functional design) and 'Jointly Met' (if the requirements is addressed by more than one functional design).

Exhibit 6-1 Related Contract Requirements

Req. #	General Requirements	How Met?
A5-199	Automated Garnishment, served by electronic means. Senate Bill 897, GS 105-242.1 allows the garnishment to be served electronically with agreement from the garnishee. Effective 7/1/2010 The Department of Revenue (DOR) has obtained the authority to perform bank and employer garnishments electronically when mutually agreed upon by both DOR and the garnishment entity. DOR will not require all banks and employers to leverage this functionality but will encourage the larger entities to migrate toward electronic garnishments to lower operational costs and reduce errors 3/25/11	Fully Met

7   Appendices

None