


OREGON ACCOUNTING MANUAL

 STATEWIDE POLICY	NUMBER 35.30.70	SUPERSEDES 35.30.70 dated 07/01/2013
	EFFECTIVE DATE 12/11/2018	PAGE NUMBER Page 1 of 2
Division Chief Financial Office	REFERENCE/AUTHORITY ORS 291.015 ORS 293.252 ORS 646.639	
Policy Owner Statewide Accounting and Reporting Services		
SUBJECT Accounts Receivable Management- Account Activity: Skip Tracing and Asset Location	APPROVED SIGNATURE <i>George Naughton, Chief Financial Officer</i> Signature on file	

PURPOSE

This policy provides agencies with guidelines for using skip tracing and asset location tools to enhance the collection of delinquent accounts receivable.

APPLICABILITY

This policy applies to all state agencies included in the State's annual financial statements, except for those agencies specifically exempted by [OAM 01.05.00](#).

FORMS/EXHIBITS/INSTRUCTIONS

None.

DEFINITIONS

Skip tracing: The process of locating a debtor when the information a state agency has on file is determined to be outdated, inaccurate, or incomplete.

Asset location: The process of finding a debtor's assets of value (e.g. cash, equipment, land, residence).

Click here for other [definitions](#).

EXCLUSIONS AND SPECIAL SITUATIONS

The guidance referenced in this policy does not apply when it conflicts with any state or federal statute or regulation.

POLICY

101. Agency management must ensure that agency personnel employ appropriate practices in the collection of accounts receivable.
102. State agencies are encouraged to incorporate **skip tracing** and **asset location** into their collection procedures.

103. State agencies should exercise professional judgment to determine how much time and effort should be spent utilizing **skip tracing** or **asset location** services. When determining how much time and effort to employ, consider the amount of investigation time compared to the amount of the debt.

104. State agencies may use returned mail as a **skip tracing** tool. When using this tool, state agencies should determine how the updated information will be processed.

Note: Refusal of a registered or certified letter does not necessarily indicate the person is not at that address.

105. State agencies may use telephone contact as a **skip tracing** tool. When using this tool, refer to [OAM 35.30.40](#) for telephone contact provisions.

PROCEDURES:

106. There are several tools available to state agencies for **skip tracing** and **asset location**; some are free services available through the internet, while others are fee-based services such as credit reports and consumer database services.

Some examples of free skip tracing services available through the internet include:

- a. <http://www.addresses.com/>
- b. <http://www.worldpages.com/>
- c. <http://find.person.superpages.com/>

Some examples of fee-based services include:

- a. Credit bureaus
- b. LexisNexis
- c. <http://www.usatrace.com>
- d. <http://www.555-1212.com>
- e. <http://www.skipease.com/>

107. State agencies are encouraged to coordinate with other state agencies to obtain information about a debtor. For example, the Oregon Department of Transportation (Driver and Motor Vehicle Services and Motor Carrier Transportation Division), Secretary of State (Corporation Division), or Oregon Employment Department may have additional information to assist in locating a debtor.

108. Each county clerk's office has information such as marriage licenses, death certificates, and a list of real property owned by the debtor. Each county assessor's office maintains property records which may identify the name of current and previous owners.