OREGON
DEPARTMENT
OF REVENUE

Technical Guide

For OAA Client Agencies

Updated: 5/1/2021

Purpose of this guide

This guide was created for OAA client agency staff that work with debt files and reports. It provides information on field layouts and descriptions. Additional technical information may be added in the future, based on client agency feedback.

OAA may periodically update this guide in response to significant changes to file or report formats. In order to avoid confusion or technical problems, we strongly suggest to always use the newest guide available that is supplied on our web site https://www.oregon.gov/DOR/programs/gov-research/Pages/oaa-agencies.aspx under the heading "Current Client Agencies"

What is new?

5/1/21	➢ Added a link to the ROL sign on screen.
	➢ Comma delimited .CSV screen shot examples corrected.
	➢ Note added regarding Fixed Length layout is historical information only.
	➢ Updated "Report: Response" to include information on "Under review" status now updates on a follow up response report.
	➢ Updated "Report: Zero" to show it will also reflect a negative balance.
	➢ Updated "Debt Files: Legacy Field Definitions"
	    o Agency account number - maximum field length added.
	    o Penalty amount – note added regarding collection fees.
	➢ Added new link "Joint and Several Debt Submitting/Definition".

6/1/20	➢ Illustrations added along with clarifying details to all report explanations.
9/16/19	➢ Update to monthly reports reflecting Private Collection Firm (PCF) referral. Added definition to letter codes on monthly reports. Information on what each report contributes for LFO filing.
7/18/18	➢ This is the first production version of this guide. Chronological updates will display here in the future.

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Link

to Revenue OnLine: https://revenueonline.dor.oregon.gov/tap/_/

Reports: Response ^

If any transaction records are processed for an account, a Response report will be distributed the next business day with the result of each record. It will list all transactions manually or electronically submitted to the OAA system the previous day. This report will be available in your messages Inbox when you log into Revenue OnLine (ROL) and is in .csv format.

Action	PrgmCode	Status	Name	Year	Period	Liability	TransDte	Tax	Penalty	Interest	SSN	BIN	AgencyID	DebtId	Sequence	ErrorCode	Error
A	3250	Processed	Duck, Don	0	0	0	4/14/2020	1579	0	40.88			AR1015A		0	0	
O	3250	Under Review		0	0	0	4/14/2020	0	0	0					1	10	Multiple matches found
C	3250	Processed	Ford, May	0	0	0	4/14/2020	50	0	0			AR2016A		0	0	
D	3250	Rejected	Tan, Iam	0	0	0	4/14/2020	0	0	0			AR3201A		1	1301	Record to delete does not exist or nothing is owed
P	3250	Under Review	FORD, Duke	0	0	0	4/14/2020	0	0	0			AR2018A		1	2509	Payment advices must be reviewed
R	3250	Processed	Dodge, Rick	0	0	0	4/14/2020	1010	0	0			AR2019A		0	0	

Column header definitions, from left to right:

- Action – is reflecting a single letter representing the type of transaction you are sending to OAA.

    - A – is a Add record and is used when submitting a new debt to OAA for set up.

    - O – is a Comment record (on full collection programs only) and is used for sending OAA any information about the debtor you want us to know such as the date of birth, driver's license number or bank information. The comment record is sent with the Add record and will only be listed if there was an error. For example, debtor's name is missing and will show Name field blank. Also, the status is showing "Under Review" which means the record has suspended in our system for the OAA staff to review. It will also have an error code telling you the record had an error with the reason of Last Name Missing.

Action	PrgmCode	Status	Name
A	3250	Processed	Happy Cow Inc
O	3250	Under Review	

    - C – is a Change record and is used to adjust an existing balance. For example, if the debt balance with OAA is $100 and should be $150, you would use a change record (C) sending us a positive $50.

    - D – is a Delete/Recall record and is used to recall or remove a debt from collections. This will make our system change the balance to zero and collection actions will stop.

    - P – is a Payment Advice and is used when your agency received a payment directly on a debt that is at OAA for collections (on full collection programs only).

    - R - is a Replace record and is used to replace the existing balance with a new balance. This is record type is not available to all agencies due to programming changes needed.

- PrgmCode – is the program code the transactions were sent under.

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Action	PrgmCode	Status	Name	Year	Period	Liability	TransDte	Tax	Penalty	Interest	SSN	BIN	AgencyID	DebtId	Sequence	ErrorCode	Error
A	3250	Processed	Duck, Don	0	0	0	4/14/2020	1579	0	40.88			AR1015A		0	0	
O	3250	Under Review		0	0	0	4/14/2020	0	0	0					1	10	Multiple matches found
C	3250	Processed	Ford, May	0	0	0	4/14/2020	50	0	0			AR2016A		0	0	
D	3250	Rejected	Tan, Iam	0	0	0	4/14/2020	0	0	0			AR3201A		1	1301	Record to delete does not exist or nothing is owed
P	3250	Under Review	FORD, Duke	0	0	0	4/14/2020	0	0	0			AR2018A		1	2509	Payment advices must be reviewed
R	3250	Processed	Dodge, Rick	0	0	0	4/14/2020	1010	0	0			AR2019A		0	0	

- Status – the result of our systems validation process on the transactions submitted.
    - Processed – the record passed the system validation and will be implemented
    - Rejected – the record did not pass validation and did not make it into the system
    - Under Review – the record passed validation but did not match something in our system and will be looked at by OAA staff.
        - Once the record is reviewed, it will be listed on a follow up Response report letting you know if it was Processed or Rejected.
- Name – the Debtor or Business name you have supplied to OAA in the transaction.

Year	Period	Liability

- Year – the year the debt was set up.
- Period – the month the debt was set up.
- Liability – a sequential number of how many debts were set up within that same year and month. If two debts were set up for that debtor in that year and month, then the first debt will be listed with the number 1 and the second debt will be listed with the number 2. New debts set up in the new system will list a 0 (zero) in these fields.

The Year, Period and Liability fields are left over from our old system. Debts that converted from our old system to the new system may still have numeric values represented. If so, you would see them reflected on your monthly reports. These fields are no longer a requirement and depending on how you send your transactions will dictate whether you will see information in these fields. If they are not used by your agency, these fields will be represented with zeros. If you have further questions, please contact: OAA.TechnicalHelp@oregon.gov.

- TransDte – is referencing the calendar date the transactions were transmitted to OAA.
- Tax – is the amount you have submitted impacting the Principal balance. In an add (A) record, this is the amount that will be set up as the Principal amount for collections. In a change (C) record, it is the amount you are adding or subtracting to the current Principal balance in OAA's system.
- Penalty – is the amount you have submitted impacting the Penalty balance. In an add (A) record, this is the amount that will be set up as the Penalty amount for collections. In a change (C) record, it is the amount you are adding or subtracting to the current Penalty balance in OAA's system.
- Interest – is the amount you have submitted impacting the Interest balance. In an add (A) record, this is the amount that will be set up as the Interest amount for collections. In a change (C) record, it is the amount you are adding or subtracting to the current Interest balance in OAA's system.
- SSN – is the Social Security Number you have supplied to OAA for that debtor.
- BIN – is the Business Identification Number you have supplied to OAA for that business.

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Action	PrgmCode	Status	Name	Year	Period	Liability	TransDte	Tax	Penalty	Interest	SSN	BIN	AgencyID	DebtId	Sequence	ErrorCode	Error
A	3250	Processed	Duck, Don	0	0	0	4/14/2020	1579	0	40.88			AR1015A		0	0	
O	3250	Under Review		0	0	0	4/14/2020	0	0	0					1	10	Multiple matches found
C	3250	Processed	Ford, May	0	0	0	4/14/2020	50	0	0			AR2016A		0	0	
D	3250	Rejected	Tan, Iam	0	0	0	4/14/2020	0	0	0			AR3201A		1	1301	Record to delete does not exist or nothing is owed
P	3250	Under Review	FORD, Duke	0	0	0	4/14/2020	0	0	0			AR2018A		1	2509	Payment advices must be reviewed
R	3250	Processed	Dodge, Rick	0	0	0	4/14/2020	1010	0	0			AR2019A		0	0	

- AgencyId – is the agency identification number you have supplied to OAA. This number is your agencies unique identifier for this specific debt. Unrestricted collection programs are not supplied a social security number on the monthly reports. The Agency ID you assign to this debt will be listed on the monthly reports and is your reference to the debt.

- DebtId – is the debt identification number. This number is supplied by your agency if a debtor has two debts with the same Agency Id. This is what will help make a distinction between the two debts using the same Agency ID. This id is not supplied on the monthly reports but is visible when viewing the debt in ROL.

- Sequence – is a number representing the order in which an error occurred for that record
    - Starts at "1" with increments of 1 for each additional error; "0" if no error occurred

Name	Year	Period	Liability	TransDte	Tax	Penalty	Interest	SSN	BIN	AgencyID	DebtId	Sequence	Error Code	Error
Smith, Jon	0	0	0	4/14/2020	150	0	0			AR11381		0	0	
Duck, Don	0	0	0	4/14/2020	-50	0	0			AR1015A		1	4	Debtor is in bankruptcy
Duck, Don	0	0	0	4/14/2020	-50	0	0					2	1201	Record to change does not exist

- ErrorCode – is OAA's internal error reference number for an error that occurred; "0" if no error occurred

- Error – is a text description of the error if one occurred. The error description is important to review. It is supplying valuable information such as letting you know if we have the debtor in bankruptcy status or deceased status. Other errors listed such as "City Missing" means that you will need to re-submit the record with the required missing information.

Reports: Stat ^

The Stat report is part of the monthly reports and is supplied on the morning of the second day of the new month. The Stat report is providing your agency with a list of all debt assignments that were successfully registered for collection, all debts returned back to your agency, and all debts assigned to a PCF (if part of Full Collections centralization) for that month.

Action	PrgmCode	Name	YRPL	PostDte	Tax	Penalty	Interest	BIN	ReturnCode	AgencyId	Month	Year
C	3250	Cat, Tom	22041	4/3/2020	935	0	0	0	875	AR2017A	4	2020
C	3250	Mouse, Mike	21831	4/8/2020	3	0	0	0	886	AR2015AB	4	2020
T	3250	Duck, Daffy	22041	4/18/2020	1750	0	0	0		AR2015A	4	2020
A	3250	Mouse, Minnie	202042	4/23/2020	455	0	0	0		AR2019A	4	2020

Column header definitions, from left to right:

- Action – is a single letter abbreviation reflecting the transaction that occurred for that debt.
    - A - Added to our system for collections
    - C - Cancelled and returned to your agency
    - T - Assigned to a PCF (only if you are part of the centralized full collections process)
- PrgmCode – is the program code the transactions are reporting on.
- Name – is the debtor's name as submitted by your agency.
- YRPL – is a field containing Year, Period Number and Liability Number concatenated into a single number. (See response report definition.)
- PostDte – is the calendar date the Action occurred in our system during that month.
- Tax – is the Principal amount that was either set up in our system for collections (A), sent to a PCF (T), or returned to your agency (C).
- Penalty – is the Penalty amount that was either set up in our system for collections (A), sent to a PCF (T), or returned to your agency (C).
- Interest – is the Interest amount that was either set up in our system for collections (A), sent to a PCF (T), or returned to your agency (C).

Programs set up as offset only will have a social security number field listed next. This field is not supplied to full collection programs.

Action	PrgmCode	Name	YRPL	PostDte	Tax	Penalty	Interest	SSN	BIN	ReturnCode	AgencyId	Month	Year
C	0800	Cat, Tom	0	4/26/2020	0	0	0	555115555	0	879	AR2117B	4	2020
C	0800	Mouse, Mike	0	4/26/2020	260	0	0	123456789	0	879	AR2115A	4	2020
A	0800	Duck, Daffy	0	4/26/2020	10048.14	0	0	987654321	0		AR2015A	4	2020
A	0800	Mouse, Minnie	0	4/26/2020	800	0	0	456789012	0		AR2019A	4	2020

- SSN – is the Social Security Number you have supplied to OAA for that debtor.
- BIN – is the debtor's Business Identification Number you have supplied to OAA for that debtor.

Action	PrgmCode	Name	YRPL	PostDte	Tax	Penalty	Interest	BIN	ReturnCode	AgencyId	Month	Year
C	3250	Cat, Tom	22041	4/3/2020	935	0	0	0	875	AR2017A	4	2020
C	3250	Mouse, Mike	21831	4/8/2020	3	0	0	0	886	AR2015AB	4	2020
T	3250	Duck, Daffy	22041	4/18/2020	1750	0	0	0		AR2015A	4	2020
A	3250	Mouse, Minnie	202042	4/23/2020	455	0	0	0		AR2019A	4	2020

- ReturnCode – is a 3-digit code indicating the reason why the debt was returned and cancelled back to your agency.

    - 138 – Bankruptcy – Chapter 7
    - 139 – Bankruptcy – Chapter 11
    - 140 – Bankruptcy – Chapter 13
    - 141 – Return for Private Collection Firm Referral
    - 142 – Bankruptcy – Chapter 9
    - 143 – Bankruptcy – Chapter 12
    - 144 – Bankruptcy – Chapter 15
    - 145 – Bankruptcy Discharge
    - 146 – Bankruptcy Hardship Discharge
    - 875 – Deceased Debtor
    - 876 – Unable to Locate Debtor
    - 879 – Agency Requests Liability Return
    - 880 – Uncollectible Liability
    - 882 – Return Per Approved Settlement Offer
    - 885 – Business Closed; No Assets
    - 886 – Balance Too Small To Pursue
    - 891 – Liability Set Up In Error
    - 893 – Incarcerated Debtor
    - 894 – Debtor Is A Minor
    - 895 – Duplicate Assignment
    - 899 – Disputed Liability

- AgencyId - is the agency identification number you have supplied to OAA.
- Month – is the month the report is referencing
- Year – is the year the report is referencing

LFO INFORMATION SUPPLIED

- New (A) debts set up during the month.
- Cancelled (C) debts that were returned to your agency during the month.
- Debts referred to a PCF (T) during the month.

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Reports: Payments ^

The Payment report is part of the monthly reports and is supplied on the morning of the second day of the new month. The Payment report is providing your agency with a list of all payment transactions that have occurred during that month including payment reversals.

PrgmCode	Name	YRPL	BIN	TranDte	PayAmt	Principal Amt	Penalty Amt	Interest Amt	CollFee	Distribution Amt	TypeCode	AgencyId	PayType	Month	Year	TransId
3250	Doe, Jay	0	0	4/2/2020	22.82	22.82	0	0	4.51	18.31	P	AR2019A	GPMT	4	2020	958133848
3250	Smith, Jon	0	0	4/23/2020	100	100	0	0	19.8	80.2	P	AR2018A	PMT	4	2020	565197656
3250	Duck, Daffy	0	0	4/10/2020	50	50	0	0	11	39	T	AR2015A	PCFP	4	2020	261232984
3250	Duck, Daffy	0	0	4/29/2020	320.96	320.96	0	0	63.55	257.41	P	AR2016A	OFFS	4	2020	680607576
3250	Cat, Tom	0	0	4/30/2020	100	100	0	0	19.8	80.2	P	AR2017A	CASH	4	2020	818184408
3250	Que, Joe	0	0	4/8/2020	0	398.3	0	0	78.85	-78.85	B	AR2020A	PADV	4	2020	1777848664
3250	Smith, Irma	0	0	4/17/2020	-106.31	-106.31	0	0	-15.94	-90.37	P	AR1020A	GPMT	4	2020	23768424

Column header definitions, from left to right:

PrgmCode	Name	YRPL	BIN	TranDte	PayAmt	PrincipalAmt	PenaltyAmt	InterestAmt	CollFee	DistributionAmt
3250	Doe, Jay	0	0	4/2/2020	22.82	22.82	0	0	4.51	18.31
3250	Smith, Jon	0	0	4/23/2020	100	100	0	0	19.8	80.2
3250	Duck, Daffy	0	0	4/10/2020	50	50	0	0	11	39
3250	Duck, Daffy	0	0	4/29/2020	320.96	320.96	0	0	63.55	257.41
3250	Cat, Tom	0	0	4/30/2020	100	100	0	0	19.8	80.2
3250	Que, Joe	0	0	4/8/2020	0	398.3	0	0	78.85	-78.85
3250	Smith, Irma	0	0	4/17/2020	-106.31	-106.31	0	0	-15.94	-90.37

- PrgmCode – is the program code the transactions are reporting on.
- Name – is the debtor's name as submitted by your agency.
- YRPL – is a field containing Year, Period Number and Liability Number concatenated into a single number. (See response report definition.)

Programs set up as offset only will have a social security number field listed next. This field is not supplied to full collection programs.

Prgm Code	Name	YRPL	SSN	BIN	TranDte	PayAmt	Principal Amt	Penalty Amt	Interest Amt	CollFee	Distribution Amt	Type Code	AgencyId	PayType	Month	Year	TransKey
0800	Doe, Jay	20751	123456789	0	4/5/2020	1848	0	0	0	184.8	1663.2	P	AR2018A	OFFS	4	2020	1501619416
0800	Smith, Jon	20751	555115555	0	4/5/2020	76	0	0	0	7.6	68.4	P	AR2019B	OFFS	4	2020	427877592

- SSN – is the Social Security Number you have supplied to OAA for that debtor.
- BIN – is the debtor's Business Identification Number you have supplied to OAA for that debtor.
- TranDte –is the calendar transaction date the payment was posted in our system during that month.
- PayAmt – is the total payment amount receipted into our system
    - Payment advice (PADV) transactions will typically show as zero unless part of that payment advice was sourced and applied to another debt.
- PrincipalAmt – is the amount of the payment that was applied to the Principal balance in our system.
- PenaltyAmt – is the amount of the payment that was applied to the Penalty balance in our system.
- InterestAmt – is the amount of the payment that was applied to the Interest balance in our system.
- CollFee – is the collection fee amount assessed on the total payment.

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- DistributionAmt – is the net amount distributed to your agency. It will be the total payment amount minus the collections fee. In the case of a PADV and a payment reversal (take back), the amount being held from the ACH transfer will be reflected as a negative amount. The sum/total of the DistributionAmt should match the amount you receive through our ACH distribution. If the two do not match, please e-mail: OAA.TechnicalHelp@oregon.gov

PayAmt	PrincipalAmt	PenaltyAmt	InterestAmt	CollFee	DistributionAmt	TypeCode	AgencyId	PayType
22.82	22.82	0	0	4.51	18.31	P	AR2019A	GPMT
100	100	0	0	19.8	80.2	P	AR2018A	PMT
50	50	0	0	11	39	T	AR2015A	PCFP
320.96	320.96	0	0	63.55	257.41	P	AR2016A	OFFS
100	100	0	0	19.8	80.2	P	AR2017A	CASH
0	398.3	0	0	78.85	-78.85	B	AR2020A	PADV
-106.31	-106.31	0	0	-15.94	-90.37	P	AR1020A	GPMT
				Total Distribution:	305.9			

- TypeCode – is a single character representing where the payment was received/banked.
  - P – is reflecting the payment was received and processed by OAA.
  - B – is reflecting the payment was received and processed at your agency and you notified us of that payment
  - T – is reflecting the payment was received and processed by a PCF. (Only if you are part of the centralized full collections process)
- AgencyId – is the agency identification number you have supplied to OAA.
- PayType – is an abbreviated description of the type of payment posted.
  - GPMT – is for a garnishment payment.
  - OFFS – is for a refund offset.
  - PMT – is for a regular payment (ex. Check, credit card, cash).
  - PADV – is for a payment advice your agency received and notified us to post.
  - CASH – is a temporary cashiering deposit; this is always reversed and replaced with an identical PMT transaction within about a day, but close to the end of the month these are sometimes rolled into distribution and must be included in the report.
  - PCFP – is a private collection firm payment.
- Month – is the month the report is referencing.
- Year – is the year the report is referencing.
- TransId – is a transaction ID used within OAA's system.

LFO INFORMATION SUPPLIED
- Total collections for the month.
- Total collections fees for the month.

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Reports: Zero ^

The Zero report is part of the monthly reports and is supplied on the morning of the second day of the new month. The Zero report is providing your agency with a list of all debts that were either paid in full or cancelled and returned to your agency. Once a debt is paid in full or cancelled, it will no longer be listed on your Aging report. Any attempts to adjust these balances through additional transactions whether through a file transfer or manually through ROL will be rejected by our system. If you feel there is an issue with a debt listed on the Zero report, please e-mail the OAA Accounting Tech's at: OAA.AccountTech3@oregon.gov

PrgmCode	Name	YRPL	BIN	TranDte	Balance	AgencyID	Month	Year	ActionCode
3250	Doe, Jay	0	0	4/3/2020	0	AR2019A	4	2020	C
3250	Smith, Jon	0	0	4/15/2020	0	AR2018A	4	2020	F
3250	Duck, Daffy	0	0	4/24/2020	0	AR2015A	4	2020	F
3250	Cat, Tom	0	0	4/8/2020	0	AR2017A	4	2020	C

Column header definitions, from left to right:

- PrgmCode – is the program code the transactions are reporting on.
- Name – is the debtor's name as submitted by your agency.

Programs set up as offset only will have a social security number field listed next. This field is not supplied to full collection programs.

PrgmCode	Name	SSN	YRPL	BIN	TranDte	Balance	AgencyID	Month	Year
0800	Doe, Jay	123456789	0	0	5/26/2020	0	AR2019A	4	2020
0800	Smith, Jon	555115555	0	0	5/5/2020	0	AR2018A	4	2020

- SSN – is the Social Security Number you have supplied to OAA for that debtor.
- YRPL – is a field containing Year, Period Number and Liability Number concatenated into a single number. (See response report definition.)
- BIN – is the debtor's Business Identification Number you have supplied to OAA for that debtor.
- TranDte – is the calendar date the balance was reduced to zero in our system.
- Balance – is reflecting the balance is now at zero as verification. There may be a negative amount shown and this may be due to an overpayment and the adjustment transaction did not post by the date the report was ran.
- AgencyId – is the agency identification number you have supplied to OAA.
- Month – is the month the report is referencing.
- Year – is the year the report is referencing.

Only full collection programs will have an additional column telling them the reason for the account going to a zero balance.

- ActionCode – is a single letter abbreviation representing what caused the balance to go to zero
  - C – is for cancelled and returned. The Stat report will list the reason for the cancellation.
  - F – is for payment in full. The Payment report will list the final payment(s).

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Reports: Aging ^

The Aging report is part of the monthly reports and is supplied on the morning of the second day of the new month. The Aging report is providing your agency with a list of all debts with a balance in our system for collections. Debts that are reduced to a zero balance during the month will not be listed on this report. This report is not supplied for Restricted only programs.

PrgmCode	Name	YRPL	BIN	TranDte	Principal	Penalty	Interest	Fee	Balance	AgencyId	Month	Year	Status
3250	Duck, Daffy	215121	0	12/9/2015	403	10	0	0	413	AR2015A	4	2020	PCF
3250	Mouse, Minnie	21971	0	7/5/2019	245	0	0	0	245	AR2019A	4	2020	OAA
3250	Cat, Tom	21791	0	9/27/2017	935	0	0	0	935	AR2017A	4	2020	RWO

Column header definitions, from left to right:

- PrgmCode – is the program code the transactions are reporting on.

- Name – is the debtor's name as submitted by your agency.

- YRPL – is a field containing Year, Period Number and Liability Number concatenated into a single number. (See response report definition.)

- BIN – is the debtor's Business Identification Number you have supplied to OAA for that debtor.

- TranDte – is referencing the calendar date the debt was originally transmitted to OAA for collections.

- Principal – is the amount of the Principal balance in our system as of the last day of the month.

- Penalty – is the amount of the Penalty balance in our system as of the last day of the month.

When OAA sends a bank garnishment, a $10 fee is added to penalty. This additional fee is passed onto the debtor and if money is received from the bank, this fee is paid first, and the remaining payment amount is applied to your agency's debt. This fee is paid to the bank by OAA for processing the garnishment. You may see an additional $10 fee in penalty increasing the debt balance if your agencies program is set up for garnishments.

Principal	Penalty	Interest	Fee	Balance
403	10	0	0	413
245	0	0	0	245
935	0	0	0	935

- Interest – is the amount of the Interest balance in our system as of the last day of the month.

- Fee – is the fee amount owed by the debtor on the debt amount set up. This will show as zero amount at this time. The field was added as a place holder for future reporting enhancements and is not programmed at this time.

- Balance – is the total balance owed as of the last day of the month. It is a total of the Principal, Penalty, and Interest columns.

- AgencyId – is the agency identification number you have supplied to OAA.

- Month – is the month the report is referencing.

- Year – is the year the report is referencing.

PrgmCode	Name	YRPL	BIN	TranDte	Principal	Penalty	Interest	Fee	Balance	AgencyId	Month	Year	Status
3250	Duck, Daffy	215121	0	12/9/2015	403	10	0	0	413	AR2015A	4	2020	PCF
3250	Mouse, Minnie	21971	0	7/5/2019	245	0	0	0	245	AR2019A	4	2020	OAA
3250	Cat, Tom	21791	0	9/27/2017	935	0	0	0	935	AR2017A	4	2020	RWO

- Status – is the Status of where the debt is at in the collection process for centralized collections. Agencies not part of the centralization will only have "OAA" showing in this field.
    - OAA – is for Other Agency Accounts and is telling your agency that the debt is with OAA for active collections.
    - PCF – is for Private Collection Firm and is telling your agency that the debt is at a Private Collection Firm for active collections.
    - RWO – is for Recommend for Write Off. This means that the debt has been through the collections process. For clarification – the collection process starts with OAA. OAA has 6 months to collect a payment. After six months has passed with no payments posted to the debt, it is then referred to the first PCF. The first PCF has 1 year to collect a payment. If the debt has not had a payment in one year with the first PCF, OAA will recall the debt and refer it to the second PCF. The second PCF will have one year to collect a payment. If the debt has not had a payment in one year with the second PCF, OAA will then recall the debt and change the Status on the Aging report to RWO. OAA will keep the debt in the system for the possibility of future collections and offsets. If your agency does not want the debt to remain with OAA when a debt goes to RWO status, you will need to recall the debt. Our system will not return the debt automatically.

LFO INFORMATION SUPPLIED

The Aging report is used to help figure the beginning and ending balance for the LFO report. Ex. Your agency would use the June 2019 Aging report totals as the beginning balance and the June 2020 Aging report totals for the ending balance. You can sort the Status column for the following information.

- Beginning balance of debt for the Fiscal Year.
    - A sum of Balance for status OAA
    - A sum of Balance for status PCF
- Beginning count of debt for Fiscal Year.
    - A count of all Status OAA
    - A count of all Status PCF

Reports: Recon ^

The Recon (Reconciliation) report is part of the monthly reports and is supplied on the morning of the second day of the new month. The Recon report is providing your agency with a list of all debts that have ever been referred to collection including debts that went to a zero balance for any reason. This report is only provided to Restricted offset only programs. This report is formatted as a plain text file with a fixed-width field layout.

Field layout chart for your IT reference:

Field Position	Field Length	Name	Description
1	8	Transaction sequence number	Identifies the position of the record within the file; starts at "1" and increments for each additional record
9	12	SSN	Social Security Number
21	12	BIN	Business Identification Number
33	5	Program	Program code (ex: *079D)
38	33	Name	Debtor's name (ex: SMITH, JOHN; XYZ INC)
71	16	Agency Id	Agency identification number
87	15	Total Debt	Total debt referred to collection
102	16	Payment	Total of payments applied to debt
118	16	Balance	Total balance remaining on debt

Example recon:

```
1     555115555  0        oe, Jay R            AR2019A            1920.00     252.00       0.00
2     123456789  0    0800  th, Jon F          AR2018A            2273.88       0.00    2273.88
3     987654321  0        k, Daffy                                1223.21       0.00       0.00
4     234567891  0    0800 Catsmith, Casper K   0                  966.08       0.00     966.08
5     345678912  0    0800 Dog, Pluto T         AR21002ABDOG      1561.36       0.00       0.00
6     456789123  0    0800 Bunny, Bugs                           2174.32       0.00    2174.32
7     567891234  0    0800 COYOTE, WYLE E                        1355.29       0.00       0.00
8     678912345  0    0800 Leghorn, Foghorn     AR2013LEG         1985.00       0.00       0.00
9     789123456  0    0800 SCHNEIDERMANN-HIGGANBOTHAM, ALEXASHALEXAN22921  2956.75  0.00  2956.75
10    891234567  0    0800 Mouse, Mickey M      Spring2019         559.56       0.00       0.00
```

- A zero (0) is added to the beginning of your legacy 3-digit program code.

- There are is no "space" between fields.

    - Even though it looks like there are "spaces" between the fields, that is not true. The field lengths can be filled up to the next field. If a value exceeds the maximum field length, it will be truncated in the report. (Ex. debtor name "SCHNEIDERMANN-HIGGANBOTHAM, ALEXANDRIA" with an Agency id of "SHALEXAN22921".)

SCHNEIDERMANN-HIGGANBOTHAM, ALEXASHALEXAN22921

- Non-currency field values will always start at their respective field positions. Currency field values will align to the end of their field.

- Penalty and Interest amounts are not displayed separately in this report. OAA does not manage the application of funds to penalty and interest on Restricted programs.

Updated: 5/1/2021

Reports: Distribution ^

Distribution report is part of the month end reports and is e-mailed through a distribution list by the third working day of the month. If you are not receiving this report and need to be added to the distribution, please e-mail: OAA.TechnicalHelp@oregon.gov. This report lists the amount of funds being electronically transferred to each program, including details on adjustments and collection fees withheld.

Reporting Period	Program	Customer Name	Account Name	Total Payments	Collection Fee Amount	Balance Forward	Adjustments	Agency Amount	Net Agency Distribution
30-Apr-2020	0600	UNIVERSITY OF MOUSE	U OF M PARKING	684.90	153.32	0.00	0.00	531.58	531.58
30-Apr-2020	0800	BOARD OF FLOORING	BD OF NAILS	312.00	31.20	(270.00)	0.00	280.80	10.80
30-Apr-2020	4010	DEBT CITY CENTRAL	CITY DEBTS	0.00	0.00	0.00	0.00	0.00	0.00
30-Apr-2020	5010	COUNTY OF OREGON	COUNTY OF OR	8,353.61	1,290.06	0.00	14.34	7,063.55	7,077.89

The Distribution report is provided manually via email and contains information for every client agency program reflecting activity for that month.

Column header definitions, from left to right:

- Reporting Period – is the last day of the previous month telling you that the transfer is for collections made during that month.
- Program – is the program code the transfer is reflecting the transfer for.
- Customer name – is the agency name registered in our system.
- Account name – is the program name registered in our system.
- Total payments – is the total payments received by OAA during that month.
- Collection Fee Amount – is the total collection fees assessed by OAA for the payments posted in our system for that month.
- Balance Forward – is the net debit/credit carried over from a prior distribution.
    - If your agency had a negative transfer amount the previous month, then money is still owed back to OAA. That amount will carry forward and be shown in this field subtracting it from the distribution amount.
- Adjustments – is the net debit/credit of a manual adjustment on this distribution.
    - If there was an error sending the previous months distribution, the amount we are transferring to you will be shown in this field. This could happen when your agency has changed bank accounts and we do not have the updated information.
- Agency Amount – this is the total payments minus total collection fees.
- Net Agency Distribution – is the Agency Amount total minus any balance forwards and adjustments.

Debt Files: Important Information ^

Field type explanations:

- Numeric – only a number is valid in this field. If a letter is in this field, the file may be rejected.

- Alphanumeric – both numbers and alphabetical characters are allowed in this field

- Currency – only number characters are allowed with a single decimal to separate dollars from cents.
    - If $155.25 – the file would show as 155.25
    - If $155.00 – the file would show as 155 or 155.00.

There are two types of formats and both convey the same amount of information in the same manner.

- Comma Delimited CSV .txt

- Fixed Width **(This format is not available to new programs. The technical information supplied in this document is used as a reference for agencies currently sending information in format.)**

The main difference between the two formats is how the fields are separated from each other.

- Specific requirements for the CSV .txt format:
    - Alphanumeric fields MUST always be enclosed within double quotation marks including the blank fields.
        - Example: "Jane","M","Doe" or "Jane"," ","Doe".
        - This does not apply to numeric or currency fields.

- Specific requirements to the fixed-width format:
    - Field values cannot be longer than the defined length of their field.

ALL FIELD LAYOUT & FIELD DEFINITION INSTRUCTIONS MUST BE COMPLETELY ADHERED TO. FAILURE TO DO SO CAN CAUSE MASSIVE PROBLEMS WITH PROCESSING RECORDS OR ENTIRE DEBT FILES ACCURATELY.

Updated: 5/1/2021

Debt Files: Legacy CSV .txt Field Layout ^

Field Position	Name	Type
1	Blank 1	Alphanumeric
2	Blank 2	Numeric
3	Action code	Alphanumeric
4	SSN	Numeric
5	Secondary SSN	Numeric
6	Blank 3	Numeric
7	Agency account number	Numeric
8	Principal amount	Currency
9	Penalty amount	Currency
10	Interest amount	Currency
11	Payment amount	Currency
12	Program code	Alphanumeric
13	Year	Numeric
14	Period	Numeric
15	Liability number	Numeric
16	Interest rate code	Alphanumeric
17	Interest end date	Numeric
18	Transmittal date	Numeric
19	Batch count	Numeric
20	Work code	Alphanumeric
21	First name 1	Alphanumeric
22	Middle initial 1	Alphanumeric
23	Last name 1	Alphanumeric
24	Suffix 1	Alphanumeric
25	First name 2	Alphanumeric
26	Middle initial 2	Alphanumeric
27	Last name 2	Alphanumeric
28	Suffix 2	Alphanumeric
29	Address line 1	Alphanumeric
30	Address line 2	Alphanumeric
31	City	Alphanumeric
32	State	Alphanumeric
33	Zip code	Numeric
34	Area code	Numeric
35	Phone number	Numeric
36	Address status	Alphanumeric

Debt Files: Legacy Fixed-Width Field Layout ^

Field Position	Name	Column Starting Point	Field Length	Type
1	Blank 1	1	11	Numeric
2	Action code	12	1	Alphanumeric
3	SSN	13	10	Numeric
4	Secondary SSN	23	10	Numeric
5	Blank 2	33	10	Numeric
6	Agency account number	43	15	Alphanumeric
7	Principal amount	58	13	Currency
8	Penalty amount	71	13	Currency
9	Interest amount	84	13	Currency
10	Payment amount	97	13	Currency
11	Program code	110	3	Alphanumeric
12	Year	113	4	Numeric
13	Period	117	3	Numeric
14	Liability number	120	2	Numeric
15	Interest rate code	122	2	Alphanumeric
16	Interest end date	124	8	Numeric
17	Transmittal date	132	8	Numeric
18	Batch count	140	8	Numeric
19	Work code	148	1	Alphanumeric
20	First name 1	149	15	Alphanumeric
21	Middle initial 1	164	1	Alphanumeric
22	Last name 1	165	15	Alphanumeric
23	Suffix 1	180	3	Alphanumeric
24	First name 2	183	15	Alphanumeric
25	Middle initial 2	198	1	Alphanumeric
26	Last name 2	199	15	Alphanumeric
27	Suffix 2	214	3	Alphanumeric
28	Address line 1	217	40	Alphanumeric
29	Address line 2	257	40	Alphanumeric
30	City	297	25	Alphanumeric
31	State	322	2	Alphanumeric
32	Zip code	324	6	Numeric
33	Area code	330	4	Numeric
34	Phone number	334	8	Numeric
35	Address status	342	1	Alphanumeric

Debt Files: Legacy Field Definitions ^

- ➢ **Blank fields (ex. fields 1, 2, 5, and 6)**
  - Alphanumeric field type (CSV .txt ONLY)
    - Place an empty set of double quotation marks ("") in this field

```
"",0,"A",123456789,0,0,"
"",0,"O",123456789,0,0,'
"",0,"C",234567890,0,0,"
```

  - Numeric field type
    - Place a zero in this field

```
"",0,"A",123456789,0,0,"A
"",0,"O",123456789,0,0,"A
"",0,"C",234567890,0,0,"A
```

- ➢ **Action code**
  - 1-character action code that determines the record type
  - Each record type has special rules & expectations around certain fields in the layout
  - Must be one of the following codes: A, O, C, R, P, D
    - A – ADD record
      - Is for adding a new debt to OAA for collections
    - O – COMMENT record (UNRESTRICTED ONLY)
      - Is providing additional information about the new debt assignment
      - Can only be associated with ADD records included in the same debt file

```
"",0,"A",0,0,0,"219",50,0,0,0,"700",0,0,0,"AA",0,2200601,0,"W","Daffy","","Duck","","","","","","20 A St","","Town","OR",97000,541,5543333,"A"
"",0,"O",0,0,0,"219",0,0,0,0,"700",0,0,0,"",0,2200601,0,"","Daffy","","Duck","","","","","","ODL 1233455","DOB 6/2/1965","","",0,0,0,""
```

    - C – CHANGE record
      - Is either a positive or a negative adjustment to a debt amount already assigned and existing in the OAA system

```
"",0,"C",234567890,0,0,"AR2015A",-50.00,0,0,0,"700",0,0,0,"",0,2200601,0,"","Mickey","M","Mouse","","","","","","","","","",0,0,0,""
"",0,"C",345678912,0,0,"AR2012B",50.00,0,0,0,"700",0,0,0,"",0,2200601,0,"","Minnie","","Mouse","","","","","","","","","",0,0,0,""
```

    - R – REPLACE record
      - Is an amount that is to replace the current balance on an existing debt in the OAA system
    - P – PAYMENT ADVICE record (UNRESTRICTED ONLY)
      - Is a payment notification that was received at your agency on an existing debt in the OAA system

```
"",0,"P",456789123,0,0,"AR12",0,0,0,100.25,"700",0,0,0,"",0,2200601,0,"","Jon","","Doe","","","","","","","","","",0,0,0,""
```

- ▪ D – DELETE record
  - • Is a recall or cancelation of an existing debt in the OAA system

```
"",0,"D",567891234,0,0,"2019MACK",0,0,0,0,"700",0,0,0,"",0,2200601,0,"","Mac","","Truck","","","","","","","","","","",0,0,0,""
```

- ➢ **SSN**
  - • The Social Security Number your agency has in association with that debtor
  - • This field can also be used to provide an ITIN, BIN or FEIN
  - • (UNRESTRICTED ONLY) If your agency does not have an SSN for the debtor, place a zero in this field
- ➢ **Secondary SSN**
  - • Place a zero in this field
- ➢ **Agency account number**
  - • Your agencies unique identifier for the debt associated with the record
  - • 25 Character limit
  - • Ideally, no two debts from the same program should share the same agency account number
  - • (RESTRICTED ONLY) Can place a zero in this field, but this is not recommended
    - ▪ Any value provided in this field with an ADD record must always be provided with subsequent records that target that debt
- ➢ **Principal amount**
  - • ADD records
    - ▪ The principal balance of the new debt assignment
  - • CHANGE records
    - ▪ The amount of collectible principal that needs to be added to or subtracted from the existing debt balance
  - • REPLACE records
    - ▪ The principal balance that the existing debt should be replaced with
  - • ALL OTHER RECORDS
    - ▪ Place a zero in this field
- ➢ **Penalty amount**
  - • ADD records (UNRESTRICTED ONLY)
    - ▪ The penalty balance of the new debt assignment
    - ▪ Collections fee if your agency adds it to the debt before submitting to OAA
  - • CHANGE records (UNRESTRICTED ONLY)
    - ▪ The amount of collectible penalty that needs to be added or subtracted from the existing debt balance
  - • ALL OTHER RECORDS
    - ▪ Place a zero in this field

➢ **Interest amount**
- ADD records (UNRESTRICTED ONLY)
  - The interest balance of the new debt assignment
- CHANGE records (UNRESTRICTED ONLY)
  - The amount of collectible interest that needs to be added or subtracted from the existing debt balance
- ALL OTHER RECORDS
  - Place a zero in this field

➢ **Payment amount**
- PAYMENT ADVICE records (UNRESTRICTED ONLY)
  - The amount of the payment received at your agency that was applied to the existing debt
  - If an earlier payment advice needs to be reversed, provide a negative amount in this field
- ALL OTHER RECORDS
  - Place a zero in this field

➢ **Program code**
- 3-character program code for the debt associated with the record

➢ **Year**
- The year associated with the debt assignment
- Can be provided in standard (ex: 2018) or century (ex: 218) format
- Can place a zero in this field
  - Any value provided in this field with an ADD record (including zero) must always be provided with subsequent records that target the debt

➢ **Period**
- The period (month) associated with the debt assignment
- Can be any number between 1 and 12
  - Single-digit months do not require a leading zero
- Can place a zero in this field
  - Any value provided in this field with an ADD record (including zero) must always be provided with subsequent records that target the debt

➢ **Liability number**
- The liability number associated with the debt assignment
- Can be any number between 1 and 9
- Can place a zero in this field
  - Any value provided in this field with an ADD record (including zero) must always be provided with subsequent records that target the debt

- ➢ **Interest rate code**
  - ADD records
    - 2-character code that specifies the yearly interest rate of the debt
    - (RESTRICTED ONLY) Must always use code AA (0%)
  - ALL OTHER RECORDS
    - (FIXED-WIDTH ONLY) Leave empty
    - (CSV .txt ONLY) Place an empty set of double quotation marks ("") in this field

```
"",0,"A",0,0,0,"219",200,0,12.23,0,"700",0,0,0,"CN",2200531,2200601,0,"W","Daffy","","Duck","","","","","","20 A St","","Town","OR",9
"",0,"O",0,0,0,"219",0,0,0,0,"700",0,0,0,"",0,2200601,0,"","Daffy","","Duck","","","","","","ODL 1233455","DOB 6/2/1965","","","0,0,0,""
```

- ➢ **Interest end date**
  - ADD records (UNRESTRICTED ONLY)
    - The date that interest stopped accruing prior to assignment
    - Date format is CYYMMDD (ex: 2180901 for 9/1/2018)
    - If AA (0%) was provided as the interest rate code, place a zero in this field
  - ALL OTHER RECORDS
    - Place a zero in this field
- ➢ **Transmittal date**
  - The transmittal date of the record
  - Date format is CYYMMDD (ex: 2180901 for 9/1/2018)
  - If the value in this field is invalid or zero, the date the record is processed will be considered the transmittal date
- ➢ **Batch count**
  - Place a zero in this field
  - This is a holdover from the legacy format and is no longer relevant
- ➢ **Work code**
  - Place a single W in this field
  - This is a holdover from the legacy format and is no longer relevant
- ➢ **First name 1**
  - The debtor's first name
- ➢ **Middle initial 1**
  - The first letter of the debtor's middle name
  - (FIXED-WIDTH ONLY) Can leave empty
  - (CSV .txt ONLY) Can place an empty set of double quotation marks ("")
- ➢ **Last name 1**
  - The debtor's last name

- ➢ **Suffix 1**
  - The debtor's name's suffix
  - (FIXED-WIDTH ONLY) Can leave empty
  - (CSV .txt ONLY) Can place an empty set of double quotation marks ("")
- ➢ **First name 2**
  - (FIXED-WIDTH ONLY) Leave empty
  - (CSV .txt ONLY) Place an empty set of double quotation marks ("") in this field
  - This is a holdover from the legacy format and is no longer relevant
- ➢ **Middle initial 2**
  - (FIXED-WIDTH ONLY) Leave empty
  - (CSV .txt ONLY) Place an empty set of double quotation marks ("") in this field
  - This is a holdover from the legacy format and is no longer relevant
- ➢ **Last name 2**
  - (FIXED-WIDTH ONLY) Leave empty
  - (CSV .txt ONLY) Place an empty set of double quotation marks ("") in this field
  - This is a holdover from the legacy format and is no longer relevant
- ➢ **Suffix 2**
  - (FIXED-WIDTH ONLY) Leave empty
  - (CSV .txt ONLY) Place an empty set of double quotation marks ("") in this field
  - This is a holdover from the legacy format and is no longer relevant
- ➢ **Address line 1**
  - ADD records
    - The first address line of the debtor's mailing address
  - COMMENT records (UNRESTRICTED ONLY)
    - The first comment field
      - At least one of the two comment fields should have a value

```
"",0,"O",0,0,0,"219",0,0,0,0,"700",0,0,0,"",0,2200601,0,"","Daffy","","Duck","","","","","","ODL 1233455","DOB 6/2/1965","","",0,0,0,""
```

  - ALL OTHER RECORDS
    - (FIXED-WIDTH ONLY) Leave empty
    - (CSV .txt ONLY) Place an empty set of double quotation marks ("") in this field

- ➢ **Address line 2**
  - ● ADD records
    - ▪ The second address line of the debtor's mailing address
    - ▪ (FIXED-WIDTH ONLY) Can leave empty
    - ▪ (CSV .txt ONLY) Can place an empty set of double quotation marks ("")
  - ● COMMENT records (UNRESTRICTED ONLY)
    - ▪ The second comment field
      - ● At least one of the two comment fields should have a value
  - ● ALL OTHER RECORDS
    - ▪ (FIXED-WIDTH ONLY) Leave empty
    - ▪ (CSV .txt ONLY) Place an empty set of double quotation marks ("") in this field
- ➢ **City**
  - ● ADD records
    - ▪ City name for the debtor's mailing address
  - ● ALL OTHER RECORDS
    - ▪ (FIXED-WIDTH ONLY) Leave empty
    - ▪ (CSV .txt ONLY) Place an empty set of double quotation marks ("") in this field
- ➢ **State**
  - ● ADD records
    - ▪ 2-character state abbreviation (ex: OR) for the debtor's mailing address
  - ● ALL OTHER RECORDS
    - ▪ (FIXED-WIDTH ONLY) Leave empty
    - ▪ (CSV .txt ONLY) Place an empty set of double quotation marks ("") in this field
- ➢ **Zip code**
  - ● ADD records
    - ▪ 5-digit zip code for the debtor's mailing address
  - ● ALL OTHER RECORDS
    - ▪ Place a zero in this field
- ➢ **Area code**
  - ● ADD records
    - ▪ 3-digit area code for the debtor's phone number
    - ▪ Can place a zero in this field if no phone number can be provided
  - ● ALL OTHER RECORDS
    - ▪ Place a zero in this field

- ➢ **Phone number**
  - ADD records
    - 7-digit subscriber number for the debtor's phone number
    - Can place a zero in this field if no phone number can be provided
  - ALL OTHER RECORDS
    - Place a zero in this field
- ➢ **Address status**
  - ADD records
    - 1-character code indicating the status of the debtor's mailing address
    - Must use either A (active) or I (inactive)
  - ALL OTHER RECORDS
    - (FIXED-WIDTH ONLY) Leave empty
    - (CSV .txt ONLY) Place an empty set of double quotation marks ("") in this field

```
"",0,"A",0,0,0,"219",50,0,0,0,"700",0,0,0,"AA",0,2200601,0,"W","Daffy","","Duck","","","","","","20 A St","","Town","OR",97000,541,5543333,"A"
"",0,"O",0,0,0,"219",0,0,0,0,"700",0,0,0,"",0,2200601,0,"","Daffy","","Duck","","","","","","ODL 1233455","DOB 6/2/1965","","",0,0,0,""
"",0,"C",234567890,0,0,"AR2015A",-50.00,0,0,0,"700",0,0,0,"",0,2200601,0,"","Mickey","M","Mouse","","","","","","","","","",0,0,0,""
"",0,"C",345678912,0,0,"AR2012B",50.00,0,0,0,"700",0,0,0,"",0,2200601,0,"","Minnie","","Mouse","","","","","","","","","",0,0,0,""
"",0,"P",456789123,0,0,"AR12",0,0,0,100.25,"700",0,0,0,"",0,2200601,0,"","Jon","","Doe","","","","","","","","","",0,0,0,""
"",0,"D",567891234,0,0,"2019MACK",0,0,0,0,"700",0,0,0,"",0,2200601,0,"","Mac","","Truck","","","","","","","","","",0,0,0,""
```

J/S (Joint & Several Debt) ^

J/S debt is when more than one person owes one debt. For example - if Mickey Mouse, Daffy Duck, and Tom Cat were found guilty of destroying a road sign, they would have a judgment of $5,000 owed. All three owe the $5,000 jointly. Each person can be sent to OAA collections. When doing so, you will be setting each person up with the debt amount of $5,000. If only one of the debtors makes a payment, the balance on the others must be adjusted down to match. One person may end up paying for the full amount.

OAA has a list of agency program codes that currently send J/S debt to help monitor the balances. If your agency would like OAA to make the necessary adjustments to keep the joint debts in sync, please let OAA know by sending an e-mail to: OAA.TechnicalHelp@oregon.gov. This way your program can be added to the list.

When submitting J/S debts, under the Debt Information section, the "Agency account number" will be the same for all debts being submitted that are associated with the J/S debt. Using the same Agency account number will also help you with sorting your monthly Aging report and being able to view the J/S debts together.

Debt Information

Agency account number	AR505020A
Last payment date	
Principal balance	5,000.00
Total due	5,000.00

In the "Description" box, indicate the debt is J/S and list the other debtors/parties that are liable for the same debt.

Description | J/S with Daffy Duck - 987-65-4321, Tom Cat - 789-01-2345

Once you have submitted the first debtor, you will then "Add a New Debt" for the other parties associated with the J/S debt. In my example – I set up Mickey Mouse first, then submitted a new debt for Daffy Duck, and finally – a new debt for Tom Cat. All three debtors will have the same Agency account number. Daffy Duck's Description will reference Mickey Mouse and Tom Cat. Tom Cat's Description will reference Mickey Mouse and Daffy Duck.

Remember – if OAA processes a bank garnishment on Mickey Mouse – you will see an additional $10 under Penalty. This amount is owed by Mickey and not the other parties associated with the J/S.

If questions, please e-mail: OAA.TechnicalHelp@oregon.gov