

**PLEASE LIST THE TYPE OF DEBTS YOU WILL BE CERTIFYING TO THE
ATTORNEY GENERAL'S OFFICE:**

A large, empty rectangular box with a thin black border, intended for the user to list the types of debts they will be certifying to the Attorney General's Office. The box is currently blank.

DELINQUENT DEBT COLLECTION AGREEMENT
BETWEEN THE
OHIO ATTORNEY GENERAL
AND

EXHIBIT "B"

The Delinquent Debt Collection Agreement Between the Ohio Attorney General and

, executed by _____,

, on _____, _____ is hereby ratified and approved.

POLITICAL SUBDIVISION AUTHORITY (I.E. COUNTY COMMISSIONERS, COUNCIL)

Date

Date

Date

POLITICAL SUBDIVISION LEGAL AUTHORITY (I.E. PROSECUTOR, LAW DIRECTOR)

Date

IN WITNESS WHEREOF, the Parties hereto have caused this Service Level Agreement to be executed, as of the day and year last written below.

ACCEPTED AND APPROVED:

Date

OHIO ATTORNEY GENERAL
DAVE YOST

By: _____

Lucas Ward
Section Chief

Date

Policies and Procedures	Automated Clearing House (ACH) Processing
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**Ohio Attorney General
Collections Enforcement Section**

I (we) hereby authorize the Ohio Attorney General's Office to initiate entries to my (our) checking/savings accounts at the financial institution listed below, and, if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until Ohio Attorney General's Office is notified by me (us) in writing to cancel it in such time as to afford the Ohio Attorney General's Office and the Treasurer of State of Ohio a reasonable opportunity to act on it.

Client Information

Client Name	<input type="text"/>		
Client Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Zip Code	<input type="text"/>

Accounting Contact Information

Name	<input type="text"/>	Name	<input type="text"/>
email	<input type="text"/>	email	<input type="text"/>
Phone Number	<input type="text"/>	Phone Number	<input type="text"/>

Financial Institution Information

Financial Institution Name	<input type="text"/>		
Financial Institution Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Zip Code	<input type="text"/>

Financial Institution Account Type	<input type="text"/>
Financial Institution Routing Number	<input type="text"/>
Financial Institution Account Number	<input type="text"/>

These numbers are located on the bottom of your check as follows:
1234456789 123456789101112
Routing Number Account Number

Signature of Authorized Signer	<input type="text"/>	Date	<input type="text"/>
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DAVE YOST
OHIO ATTORNEY GENERAL

Collections Enforcement
150 East Gay St., 21st flr.
Columbus, Ohio 43215
Email: LGC@OhioAttorneyGeneral.gov
614 466-4510

Client Information Questionnaire

Welcome to The Ohio Attorney General's Office, Collections Enforcement Section.

We are very excited about the opportunity to serve your collection needs. Please assist us by completing and returning this form, so we can better understand your collection needs and expectations. Thanks for considering the Ohio Attorney General's Office as a business partner.

1. What type of debt would you like us to collect for you? Please list and describe.
2. Would you like our office to charge interest (Attorney General Interest or "AGI") on your accounts? The AGI would begin accruing upon certification of the debt to our office and would replace any interest that would otherwise accrue on the account. The interest would be paid to you when the balance is paid in full by the debtor.
3. Do you currently use a third party collection vendor? What collection efforts have been made on your accounts before they will be referred to the Attorney General's Office for collection?
4. Do you have the ability to transfer data via FTP (File Transfer Protocol)?
5. Do you have IT personnel to assist with the certification process or do you contract with an IT vendor? Please provide the name; email address and phone number of your internal IT contact personnel or external IT vendor.
6. After the Attorney General's internal collection efforts have been exhausted, do you want our office to send your accounts out to outside collection vendor that the Attorney General's office contracts with for additional collections?
7. After the Attorney General's internal collection efforts have been exhausted, do you want our office to send your accounts to a private attorney ("special counsel") that the Attorney General's office contracts with for additional collections?
8. Will the accounts you will be certifying to us have liens or judgments on them?
9. Will any of the accounts you will be sending the Attorney General's Office for collection purposes involve restitution?

10. Will the court have held drivers licenses or have active warrants on any of the accounts you will be sending to the AGO for collection?
11. Are you interested in the Attorney General's collection section using the Department of Taxation's state tax refund offset program to capture additional payment for your debt?
12. Are you interested in the Attorney General's collection section using the Ohio Lottery offset program to capture payment of your debt?
13. If so, both offset programs require that you provide us with social security numbers for your debtors. Can you provide social security numbers on your debt to be certified?
14. Are you interested in ONLY using our office to capture state tax refunds and lottery offsets to collect your debt with no other active collections on your accounts?
15. Do you have the ability to accept payments from the Attorney General's office electronically (i.e. ACH)?
16. What is your anticipated timeline for turning your debt portfolio over to us for collections?
17. Are there any special concerns or issues with respect to the debt portfolio you would ask us to collect?
18. Finally, please provide your name, e-mail address and telephone number so we may contact you for further discussion.

Please return this form to Jennifer Zap at: Jennifer.Zap@ohioattorneygeneral.gov, or for questions call 330-884-7519.



DAVE YOST
OHIO ATTORNEY GENERAL

Collections Enforcement
150 East Gay St., 21st floor
Columbus, Ohio 43215
LGC@OhioAttorneyGeneral.gov

Local Government Debt Collections Business Rules

- **Account Certifications**
 - Certification files are completed by the client using the Local Government Collections (LGC) Template – MS Excel format.
 - Certification files are to be submitted to the Attorney General’s Office (AGO) securely using FTPS (Secure File Transfer Protocol).
 - The client will need to have internet access to certify accounts to the AGO and to access the ClientView and Compass software to monitor their payments and accounts.
 - All debt must be final with a minimum principal amount of \$100.00
 - The AGO reserves the right to decline accounts based on volume, monetary amount or debt type.

- **Examples of Categories of Debt to be certified:**
 - Statutory fees as assessed by a Political Subdivision;
 - Civil court costs; and
 - Criminal court costs so long as the defendant is not incarcerated on the date the debt is certified.
 - Debt must be declared final with no chance of appeal or no future changes to the amount of the debt sent to the Attorney General for collection purposes.
 - Debt from a school system must be as a result of a contractual agreement.

- **Examples of Categories of Debt NOT to be certified:**
 - Debt that is against a juvenile.
 - Debt against a presently incarcerated individual.
 - Debt that is involved in a bankruptcy, rental or foreclosure action.
 - Debt from any type of utility.
 - Debt resulting from code enforcement violations.

- **Life of a Debt**

- Debt will be worked by the AGO in-house local debt collectors up to 150 days or longer if a payment plan has been setup with the debtor and debtor remains in compliance. The AGO will confirm debtor contact information, send out a series of automated collection letters and make a series of collection calls to the debtor. Pursuant to O.R.C. §131.02, the AGO will assess a 10% fee to each account (AG collection fee) and the cost will be passed to the debtor. The 10% AGO fee will be taken from each payment made on an account.
- Upon mutual agreement, accounts can be assigned to an external vendor (Third Party Vendor) for additional collection efforts lasting up to 180 days subsequent to the AGO collection efforts. The 180 days may be extended if debtor is on a payment plan and in compliance. In addition to the AGO collection fee, an additional fee would be added to the account for this service and the cost will be passed to the debtor.
- Upon mutual agreement, external private attorneys (Special Counsel) can be assigned the debt for up to two years. In addition to the AGO collection fee, an additional fee would be added to the account for this service and the cost passed to the debtor.
- On any accounts where the debtor's driver's license is being held by a court or there is an active warrant, the AGO will only accept sure funds (money order, certified check etc.) for payment of the debt. The AGO will then notify the client of the payment in full by the debtor.
- If social security numbers of the debtor are provided, the debt may also be subject to a possible state income tax refund capture and/or lottery offset for up to the full amount owed, including interest, subject to O.R.C. §§ 5747.12 and 3770.073. If the debtor owes money to the Ohio Department of Taxation or any state entity, any Ohio tax refund capture or Ohio lottery capture will be paid to those debts first.
- The client may choose on their Memorandum of Understanding to only use the AGO to attempt to intercept their debtors' state income tax refund but not engage in active collection of their accounts. In this case, it will be necessary for the AGO to send out one letter to the debtor upon the certification of the account explaining that we are attempting to take any state income tax refund due them. If the debtor contacts the AGO to make payment in full, the AGO will take the payment and notify the client.
- Local debt will not be combined with any state debt owed for collection purposes.