

For: Tobacco State and County Offices

**Instructions for Handling Tobacco Transition Payment Program (TTPP)
Receivables/Payments Created Erroneously for the 2005 Payment Year**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice TB-1200 provided instructions for correcting tax ID numbers (TIN) connected to unsold paid TTPP contracts that resulted in a payment to the **correct** entity. The entity's name and address were correct in the State and County Information Management System (SCIMS), but TIN was incorrect.

Some Service Centers were incorrectly creating a 2nd entry in SCIMS with the correct TIN instead of modifying the existing record.

This duplicate SCIMS situation has caused the TTPP software to:

- create a receivable for the original 2005 TTPP contract payment issued
- create an additional 2005 payment record for National Payment Service (NPS) processing under the resulting contract number.

Note: This same condition may have occurred with the 2006 contract payment, if the contract was **not** placed "in-dispute" status following the 2005 payment run.

To correct this situation, the 2005 duplicate payment will be applied to the 2005 receivable created from the original contract payment.

Notice FI-2760 provided instructions for updating "Other Agency Claim" flag and "Bankruptcy" flag in FSA Financial Services (FSA-FS).

B Purpose

This notice provides instructions for applying the 2005 TTPP receivable against the duplicate 2005 contract payment.

Disposal Date	Distribution
March 1, 2007	Tobacco State Offices; State Offices relay to applicable County Offices

Notice TB-1203

2 Action

A County Office

County Offices shall:

- ensure that procedure in 1-CM, paragraph 194 is followed when changing or adding tax ID numbers in SCIMS
- follow 1-CM, Part 7, Section 4 about potential duplicates and payments to incorrect tax ID numbers
- if duplicates exist, merge the duplicate SCIMS records, designating the record with the correct tax ID number as the permanent record according to 1-CM, paragraph 156
- set the “Other Agency Claim” flag to “Yes” in FSA-FS for the primary SCIMS entity associated with the correct TIN according to Notice FI-2760
- access NPS and select “Reset Special Processing” for the 2005 contract payment that was issued in error
- enter the originating County Office name, address, and withholding amount so the duplicate payment can be redirected to the Service Center

Note: Enter the contract owner’s name in the address information section to assist in identifying the receivable to apply the Treasury check.

- apply the Treasury check to the 2005 receivable generated from the resulting TTPP contract
- access FSA-FS and update the “Other Agency Claim” flag to “No”.

B State Office Action

State Offices shall ensure that County Offices follow the provisions in this notice