

**701—22.3(421) Duties of the agency.** A public agency seeking the use of the central collections unit shall have the following duties regarding the department and debtors.

**22.3(1) *Notification to the department.*** The public agency must provide a list of debtors to the department of revenue. This list must be in a format and type prescribed by the department and include information relevant to the identification of the debtor and the source and amount of the debt. The public agency shall terminate all collection activities once notification is given to the department.

**22.3(2) *Change in status of debt.*** A public agency that has provided liability information to the department of revenue must notify the department immediately of any change in the status of a debt. This notification shall be made no later than ten calendar days from the occurrence of the change. Change in status may come from payment of the debt or liability, invalidation of the liability, alternate payment arrangements with the debtor, bankruptcy, or other factors.

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