

ASCII Import File Layout For Initial Loads and Adjustments

To participate with the South Carolina Association of Counties Debt Collection program, file(s) for data submission may be created using the American Standard Code for Information Interchange (ASCII) format.

This standard is widely used by all type of computer systems and software applications. If necessary, check with your billing software company to determine if they can create an ASCII file.

Frequency: Initial Load (once per year) and Adjustments (daily)

Method of Submission: the secure website: <https://scac.setoff.org> using an assigned User ID and Password

Verification: an email of the statistics and rejections. A confirmation email reply is mandatory from the user BEFORE the Initial Load file is officially loaded.

Field #	Field Description	Positions	Special Comments
1.	Reserved for SCAC use	1 - 9	
2.	Social Security Number	10 - 18	Must be nine digits
3.	Last Name	19 - 32	
4.	First Name	33 - 42	
5.	Entity Code	43 - 46	Code assigned by SCAC, use leading zeroes
6.	Street Address	47 - 72	
7.	City	73 - 86	
8.	State	87 - 88	
9.	Zip Code	89 - 93	
10.	Zip+4	94 - 97	
11.	Date of Default	98 - 105	(98-99) Century [Only 19 or 20] (100-101)Year [92, 93 ... 08] (102-103) Month [01, 02 ...12] (104-105) Day [01, 02 ...31]
12.	Amount of Debt	106-114	Seven integers, two decimals Use leading zeros [NO \$ or ,] Ex. \$1,265.48 would be 000126548
13.	Add/Reduction/Deletion	124	'A' (Add) [Initial load only] 'R' (Reduction) 'D' (Deletion) 'P' (Protested) Note: 'R' signifies Amount of Debt reduced TO not BY (put new debt amount in Amount of Debt). For 'D' put zeroes in Amount of Debt .
14.	Entity Account Number	125 – 136	For Entity Use Only
15.	Debt System Identifier	137	'S' or blank (Setoff system) 'G' (GEAR system)
16.	Entity Alternate Account Number	138 – 157	For Entity Use – secondary reference
17.	Carriage Return/Line Feed	158 - 161	

Additional technical notes:

Note: All records (debts) should have a Carriage Return (CR) and Line Feed (LF) code at the end of each record (debt). **Placing the actual characters CR and LF are not sufficient. The ASCII characters for Carriage Return (Hex – ‘0D’) and Line Feed (Hex – ‘0A’) are required.** Contact your computer support or call SCAC for assistance.

Should we detect any problems with the layout and/or the actual data, we will contact you and discuss the necessary revisions. The layout **must** be exact, with **all** fields complete and in the correct positions. Your Initial Load must include all accounts to be submitted to DOR for the next Calendar Year.