



# UNION COUNTY PUBLIC WORKS

## Delinquent Utility Collections

500 N. Main Street, Suite 119

P.O. Box 38

Monroe, NC 28111-0038

704-283-3878

704-283-3897 Fax

### Debt Setoff Appeal Form

Mail Completed Form To: Union County Tax Collector  
Attn: Debt Setoff Appeals  
P.O. Box 38  
Monroe, N.C. 28111-0038

**Form must be received in our office within 10 days from date of letter.** Date \_\_\_\_\_

#### Instructions to Appellant...

- 1) All information requested on this form must be completed.
- 2) Appellants requesting a hearing should read the reverse side of this notice to insure they understand the hearing process and have grounds for a hearing.
- 3) The request for hearing will not be processed without form being completed.

Social Security Number \_\_\_\_\_ Daytime contact number \_\_\_\_\_

Customer Name \_\_\_\_\_

Customer Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please indicate the reason for the request for hearing below. *(See the reverse side of this form for more information that may assist you in filing your appeal.)*

Amounted stated as outstanding has been paid as follows:

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Payment Method: Cash Credit/Debit Card Check (# \_\_\_\_\_)

Other \_\_\_\_\_

*If available, please provide proof of payment (receipt, cancelled check, confirmation number) or other documentation to support your claim that full payment has been made to satisfy the outstanding balance shown our records.*

Other:

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## Information/Instruction Sheet

1. **Purpose of the Notification:** This is notification of a debt owed to Union County Public Works Department prior to submitting to the North Carolina Department of Revenue.
2. **Why is Union County Doing This?** North Carolina state law effective on January 1, 2002 gives local governments the authority to submit debts to the NC Department of Revenue and seize income tax refunds due to you.
3. **What will happen if the debt is not satisfied?** Debt will be submitted to North Carolina Department of Revenue to seize income tax refunds due to you. The submission will remain in effect with the NC Department of Revenue until the debt is satisfied or it is proven that this debt is not a valid debt owed by you.
4. **How do I request a hearing?** Read this entire form and complete the application on the reverse side of this notice.
5. **This was an oversight and I wish to pay.** Payment should be forwarded to the **Union County Tax Collector**, PO Box 38, Monroe, NC 28111-0038, or payment can be made at the Tax Collector's Office.
6. **Can a payment plan be set up for this debt?** No. Payments must be made in full within 30 days.
7. **Can other enforcement measures be used against me if I have received this notice?** Yes, other enforcement measures can/will be used even if you have received this notice.