
DCSE Policy & Procedures Unit
Policy Update
PPU 10-03-003
March 25, 2010

SUBJECT: Arizona State Tax Refund Setoff (DOR) Injured Spouse Claim

Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 771-8127.

The IV-D PARTNERS should send POLICY inquiries directly to DCSE-POLICYQUESTIONS@azdes.gov

The purpose of this Policy Update is to provide staff with the steps required to process a DOR Injured Spouse Claim. The NCP's spouse must provide the following information to the DCSE within 45 days of receipt of the DOR setoff notice:

Copies of documents:

- Arizona Tax Form 140
- All W-2 forms for the NCP and spouse for the tax year in question
- DOR setoff notice

Additional information required:

- ATLAS case number
- Spouse's phone number
- Spouse's mailing address

The above information may be sent to the DCSE by:

Fax: ATTN: DOR Claims
602-248-3126

OR

Mail: ATTN: DOR Claims
Site Code 966C-2
PO Box 40458
Phoenix AZ 85067

Additional information pertaining to DOR Setoff Policy and Procedures may be found in **OPPM** under **Enforcement of Support / DOR State Tax Refund Intercept**.

Staff are urged to view this information directly on OPPM and not create a separate personal file. Click on the link <http://dcsepc>. You will find this Policy Update in Policy Updates 2009.