



LoCTA Batch Service

LoCTA Batch is a new service offered to all subscribing Authorities which allows Users to upload a spreadsheet of search cases and receive results within **24 hours**. This feature is available for both **Benefits & Council Tax**. Batches can be uploaded on a **local** or **national** basis.



The accepted file type for upload is **.csv**

Results are returned in a **pre-formatted Excel spreadsheet** with filters enabled so that results can be filtered on key fields.

Open records are highlighted for quick identification.

The results returned from the Batch upload service contain the following data:

Benefits—Council where data held, Reference Number, Full Name, Address, NINO, Date Of Birth, DWP Benefit, Start Date, End Date, Status.

Council Tax—Council where data held, Reference Number, Full Name, Address, Council Tax band, Start Date, End Date, Forwarding Address.

The Batch Service is a **quick, reliable** and **flexible** way to trace debtors **leaving staff** to focus their time recovering the debt or overpayment.

This service is available for **Revenues, Benefits & Sundry Debt tracing**. For more information please contact a member of the MAG:NET Team.