Understanding Income Withholding

How long does it take for support to be paid when a new income withholding notice is sent?
Payments should begin in two to four weeks. This amount of time allows for mailing the income withholding (IW) notice to the employer, payroll processing and mailing of the payment to the Wisconsin Support Collections Trust Fund (WI SCTF). Paying parents should begin making payments directly to WI SCTF until money is deducted from their paychecks.
How am I behind if I have been working and paying this whole time?
Most people are paid once every two weeks, or bi-weekly. This equates to being paid 26 times a year versus 24 (which would be a bi-monthly pay cycle). If your monthly obligation is \$100 – multiply that by 12 months in a year, and you get \$1200. Divide \$1200 by 26 pay cycles, and you end up with \$46.15. Multiply that by two paydays in a month, and you arrive at \$92.31, which is less than the \$100 monthly obligation. As such, you may appear "behind" until you reach a month with 3 pay days. We may also administratively add repays to your account to help you get caught back up. You will not be charged interest on arrears balances that are less than your full monthly obligation. In this scenario, the arrears balance would have to reach \$100 or greater in order to be charged interest.
Why wasn't child support taken out of my first check at my new job?
Assuming you notified the Child Support Agency of your new employment, payments should begin in two to four weeks. This amount of time allows for mailing the income withholding (IW) notice to the employer, payroll processing and mailing of the payment to the Wisconsin Support Collections Trust Fund (WI SCTF). Paying parents should begin making payments directly to WI SCTF until money is deducted from their paychecks.
Why can't I just write the checks myself?
Wisconsin law requires income withholding.
What is the R&D fee and why do I have to pay it?
Under Wisconsin law, the receipting and disbursing (R&D) fee is the state's charge for maintaining the payment record on a family case. The fee is \$65 per year for any case that has child support, family support, maintenance, birthing or medical obligations as well as the arrears (missed payments). The court-ordered payer on the case must pay the annual fee.
What happens if there is a mistake in income withholding? What if the employer takes too much money or doesn't send any money in to the Trust Fund?
If the amount withheld does not match the amount on your income withholding notice, you should contact your employer. You are responsible for your court ordered child support, even if your employer fails to withhold child support, withholds the wrong amount, or does not send the support to the Trust Fund. Employers are required to send withheld support to the Trust Fund within five days of the withholding. An employer who withholds support but does not send the money to the Trust Fund can be found in contempt of court. You should regularly check your payment/account information to make sure your payments are sent to the Trust Fund.
I work two jobs. Will both employers withhold child support?
They may or may not. The total amount of support that is withheld during a month should equal the amount stated on your income withholding notice whether one or both of your employers withhold support.

NEED TO MAKE A CHILD SUPPORT PAYMENT?

Portage County Child Support Agency

Ways to Make Payments

1) Cash payments

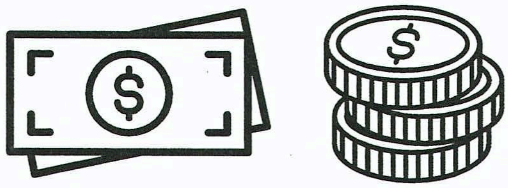
2) AllPaid (formerly GovPayNet)

3) Expert Pay:
www.expertpay.com

4) Check/Money Order
WI SCTF
BOX 74200
MILWAUKEE, WI 53274

Cash Payment

Cash payments are accepted at the front desk.



AllPaid

PLC # a005jk

AllPaid Phone:
888-604-7888
www.allpaid.com

ExpertPay

www.expertpay.com

ExpertPay®

Payment Coupon

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You may use this coupon to pay your support if your employer is not withholding support payments, if you are unemployed or just starting a new job, or to pay towards past-due support.

- **Do not give this coupon to your employer.** Employers receive special coupons.
- **Do not use this coupon to pay your R&D (Receipt and Disbursement) fees.** Use the R&D Fee coupon to pay your yearly R&D fee and overdue R&D fees from prior years.
- **Do not use this coupon to pay any liens.** Contact your **child support agency** for assistance.

If you have questions about how to use a coupon, please call the Wisconsin Support Collections Trust Fund, Monday through Friday, 8:00 a.m. – 5:00 p.m. (central time), at:

(414) 615-2400 Metro Milwaukee area
(800) 991-5530 outside the Metro Milwaukee area
(877) 209-5209 TTY

Where do my payments go? All payments received during the month will be applied in the following order:

1. **First:** To pay all court-ordered current support or alimony due in that month on all your court orders.
2. **Second:** To pay any other court-ordered periodic payments on past-due amounts (for example, a court order for $50/month on past-due support).
3. **Third:** To pay balances on past-due support or alimony amounts.
4. **Finally:** To pay interest and fees.

Important

- **Include your KIDS PIN** (or social security number/individual tax identification number) on your check or money order. **Do not** send cash or correspondence.
- **Mail coupon along with check or money order to:**
  WI SCTF
  Box 74200
  Milwaukee, WI 53274-0200

Providing your social security number/individual tax identification number is voluntary. You may enter your KIDS PIN below. Your "KIDS PIN" is **your** child support PIN number. It is written on your Monthly Statements and on most notices sent by your child support agency. You may also contact your **child support agency** for your KIDS PIN.

Thank you!

Payment Coupon

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Your Name ______________________________

Your Social Security Number/ Individual Tax Identification Number ______________________________

OR

Your KIDS PIN ______________________________

Designated Court Case Number (Optional) ______________________________

Amount Enclosed $ ______________________________

Your Guide to Paying Child Support

WI BUREAU OF CHILD SUPPORT

How we can help

The Wisconsin Child Support Program can help you by:

- answering your questions about your case and the Child Support program
- providing help for a review or a change of your support order (a change could decrease or increase the support amount)
- working with your employer on income withholding
- providing payment information on your child support case
- providing copies of your account histories
- offering payment plans if you owe past-due support
- providing interpreters and translations of child support information at no cost
- providing privacy protection if the release of your address, telephone number, employer, or other location information would put you at risk

The Wisconsin Child Support program provides financial services for all who pay or receive support - child support, family support, medical support, and maintenance (alimony). These services are limited to processing payments and providing account information.

> If you get laid off or get called to active duty, please call your child support agency. They may be able to help.

Either parent may apply for case management (child support) services at their local child support agency without paying an application fee. Families getting benefits from the W-2, SSI Caretaker Supplement, or Kinship Care programs automatically get case management services. Some families in the Badger Care Plus program also get these services automatically.

Besides paying support, what else am I supposed to do?

You need to contact the court and your child support agency if you move, change jobs, or have a change in income. State law requires this notice within 10 business days of the change. Many official support notices are sent by mail. Make sure that you receive important notices by telling your child support agency when you change your mailing address. Circuit courts and child support agencies are listed in the phone book under "County Government" or tribal name. You can also update your address on the Child Support Online Services web site at **dcf.wisconsin.gov** (registration required).

Income withholding

Your employer receives a notice to withhold support. Your employer deducts the support amount from your paycheck and sends the money to the Wisconsin Support Collections Trust Fund for processing. Employers may charge up to $3.00 for each withholding to cover their processing costs. Child support may also be withheld from unemployment payments and worker's compensation checks, pension payments & Social Security Disability Income (SSDI) benefits.

DCF-P-DWSC864 (R. 10/2020)

(800) 991-5530 Toll Free
(877) 209-5209 TDD

More about income withholding

Why can't I just write the checks myself?

Wisconsin law requires income withholding. Generally, only self-employed parents do not use income withholding. These parents might need to arrange for automatic support payments from their bank accounts.

Is income withholding used to collect Receipt and Disbursement (R&D) fees?

Yes, but only when the parent does not pay the yearly fee in full or still owes R&D fees from previous years. If still owed, we will ask your employer to withhold R&D fees that are past-due twice a year (July and October). If you have more than one employer, only one of your employers will get a R&D withholding notice. For more information about this fee, go to **dcf.wisconsin.gov.**

Monthly statements and coupons

We will mail you monthly statements and payment coupons for any one of these reasons:

1. You are **not** on income withholding
2. You are behind on your scheduled payments
3. You recently mailed a payment with a payment coupon to the Trust Fund
4. You asked your child support agency to have the statement and coupons mailed to you each month

If you sign up on the Child Support Online Services website at **dcf.wisconsin.gov**, you can

- see detailed payment and balance information
- see and print your payment coupons and your account history

You may also download a "quick print" coupon from **dcf.wisconsin.gov.** No registration is needed with this option. However, these quick print coupons do not contain your personal information like your coupons on the Child Support Online Services site.

Need a payment or R&D coupon? "Quick Print" coupons are online at **dcf.wisconsin.gov.** No registration needed.

R&D Fee Notices and Coupons

Each January, we will send you a notice about your R&D fees along with a special R&D fee coupon. If you still owe R&D fees and you do not use income withholding, you will get another R&D notice with a coupon in July and October.

Can my employer use my coupons?

No. Please do not give your employer these coupons to use. Employers receive special forms for withholding support and R&D fees.

Which coupon do I use for different types of payments?

- Use the correct coupon for your payment. The different coupons instruct the Trust Fund to apply your payment to support or to R&D fees. If you use the incorrect coupon, your payment will be applied to the wrong balance.
  - Use the **Payment Coupon** for paying support, past-due support, and interest.
  - Use the **R&D Fee Coupon** for paying your R&D fee.
- **Do not use these coupons** to make payment as part of an agreement with your child support agency to avoid an enforcement action connected with the Lien Docket. For these types of payments, contact your local child support agency for a special form.

Monthly Statements & coupons continued

I am supposed to pay $75 support every week when I get paid, and I do. Why does my monthly statement often show that I owe money?
When a court orders a parent to make a support payment every week or every two weeks, a “charge day” for the payments is entered into the KIDS computer system. If your payments are sent in on your paydays, but the KIDS charge day is on another day of the week, your account might seem to be out of balance for some months.

In months that have more charge days than paydays, your statement might show a negative balance. The negative balances for these months are called “timing arrears.” Interest is not charged on timing arrears, and no action will be taken.

If you are paid every week, you will have 52 paydays and 52 charge days over the year. The 52 charges of $75 will correctly total $3,900. The 52 payments of $75 will also correctly total $3,900. See the chart below.

Charging and payment patterns for support order of $75/every week.
Mondays are KIDS **charge days. Thursdays** are the parent's **paydays.**

Month	January	February	March	April
KIDS weekly charge days in month (Mondays)	4	4	**5**	4
Total charges in month	$300	$300	$375	$300
Weekly paydays in month (Thursdays)	4	4	**4**	**5**
Total paid in month	$300	$300	$300	$375
Total charges year-to-date	$300	$600	$975	$1275
Total paid year-to-date	$300	$600	$900	$1275
Statement Balance (amount paid minus amount charged)	$0	$0	-$75	$0
Month	**May**	**June**	**July**	**August**
KIDS weekly charge days in month (Mondays)	**5**	4	4	**5**
Total charges in month	$375	$300	$300	$375
Weekly paydays in month (Thursdays)	4	4	**5**	4
Total paid in month	$300	$300	$375	$300
Total charges year-to-date	$1650	$1950	$2250	$2625
Total paid year-to-date	$1575	$1875	$2250	$2550
Statement Balance (amount paid minus amount charged)	-$75	-$75	$0	-$75
Month	**September**	**October**	**November**	**Decembe r**
KIDS weekly charge days in month (Mondays)	**4**	4	**5**	4
Total charges in month	$300	$300	$375	$300
Weekly paydays in month (Thursdays)	**5**	4	4	**5**
Total paid in month	$375	$300	$300	$375
Total charges year-to-date	$2925	$3225	$3600	$3,900
Total paid year-to-date	$2925	$3225	$3525	$3,900
Statement Balance (amount paid minus amount charged)	$0	$0	-$75	**$0**

The amount paid and the amount due for a year (52 weeks or 12 months) is $3,900. **If** the first month of a cycle has more paydays than charging days, you will have a positive balance during some months. A similar pattern may occur if your order is for payments every two weeks.

Keep in mind, if you are on income withholding, you may not automatically receive a monthly statement. If you do not receive a monthly statement, and would like to receive one, contact your local child support agency. Contact information for local agencies can be found at **dcf.wisconsin.gov**.

More questions & answers

If I pay child support, why don't I get a tax deduction?

The Internal Revenue Service regulates tax deductions for dependents. Call the IRS's toll-free number (800) 829-1040 or visit their website **http://www.irs.gov** for tax information. Your divorce or child support order might state which parent can claim the deduction for dependents. Check your court order for this information. Please note that the Earned Income Tax Credit for a qualifying is different from the tax deduction for a child. For the Earned Income Tax Credit, the child must have lived with you for more than six months of the year. Links to federal and state tax information are online at **dcf.wisconsin.gov**.

Sections of the Monthly Statement of Account
Sample is for the month of April 2010

KIDS PIN	Name	As Of
Your KIDS * PIN	Your Name	04/30/2010 (Date of Statement)

Account Activity for April

Payments				
Court Case	Debt Type			
00FA00001	Child Support – Current Support		140.00	
	Child Support - Custodial Arrears	*** Total amount paid during the month (April) ***	20.00	
Court Case Subtotal				160.00
00FA00002	Child Support – Current Support		160.00	
Court Case Subtotal				160.00
Total Payments for April				**$320.00**

Court Ordered Balances Due				
Court Case	Debt Type			
00FA00001	Child Support - Custodial Arrears		1,051.00	
	Custodial Arrears Interest	*** Balances owed at the end of the month (April) ***	300.00	
	Receipt and Disbursement Fees		35.00	
Court Case Subtotal				1,386.00
00FA00002	Birth Expense - Medical Assigned Arrears		150.00	
Court Case Subtotal				150.00
Total Amount Owed at the end of April				**$1536.00**

Court Case	Debt Type/Class	***		