



# INCOME PROVIDER INFORMATION SHEET

2009

## Electronic Remittance to Child Support Payment Central

### Benefits of Electronic Remittance

- **Accuracy** - Before you submit electronic payments, Ohio Child Support Payment Central (CSPC) verifies employer and employee data to ensure that payments are properly identified. Thereafter, employee information is confirmed during each payroll cycle, not re-entered, which eliminates costly errors.
- **Economy** — Electronic payments save staff time. There are no checks to print. No labels. No envelopes. No postage.
- **Convenience** — Electronic payments require only one transaction per pay period. Just review your last submission and update the information as necessary.
- **Security** — Fiscal practice: One person at your company can confirm employee information, and another person can authorize the payment transaction.

### Options for Electronic Remittance

Electronic Funds Transfer/Electronic Data Interchange (EFT/EDI) - Regardless of whether you currently use EFT/EDI in your business, you can convert your support remittances to EFT/EDI transactions through your bank. Ohio CSPC will accept payments in either CCD+ or CTX format.

Expert Website— If your business has Internet access, you can remit payments electronically through [www.expertpay.com](http://www.expertpay.com). With ExpertPay there is:

- No technology investment and no special software. All you need is Internet access, a Web browser, and a one-time data entry set-up.
- No need to re-enter employee data each payroll period. Simply verify and/or update the information and authorize payment.
- A user manual with easy-to-follow, step-by-step instructions.
- No charge for Ohio remittances. It is free for any employer to remit payments to Ohio CSPC using ExpertPay.

### Payment Information

The following information must be provided with each payment:

- Name, social security number, SETS case number (a 10 digit number begins with a 7) and court order number.

Several initiatives included in the 2010 / 2011 state budget were designed to reduce costs and improve operations. One such initiative will require employers with more than 50 employees to remit payments to Ohio Child Support Payment Central (CSPC) electronically beginning in October 2009. (ORC Chapter 3121.)

#### Employer Remittance

##### Less than 50 employees

Payments must be made payable to Ohio Child Support Payment Central, PO Box 182394, Columbus, OH 43218-2394.

Payments can be in the form of a company check. Payments require SETS Case Number and Court Case Number.

Additional information on payment remittance is available at [www.jfs.ohio.gov/ocs](http://www.jfs.ohio.gov/ocs)

## BASIC INCOME WITHHOLDING

### RESPONSIBILITIES

#### Deducting child support from an employee's income

Employers are responsible to begin deducting child support immediately (but no later than the first pay period occurring 14 business days after the date of the Notice) upon receipt of a Notice of Income Withholding known as JFS 04047

Employers are to remit funds for child support immediately (but no later than 7 business days from the date that it is withheld).

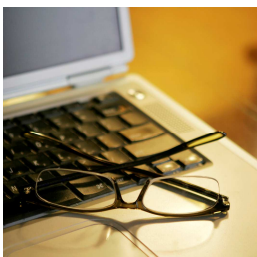
#### What are my New Hire Reporting Responsibilities?

Effective October 1, 1997, all Ohio Employers (both public and private) are required by law to report all newly hired, rehired or returning employees to the State of Ohio within 20 days of their start date. No employer is exempt from this law!

Not only is New Hire Reporting the law, it is also a valuable tool to the child support agencies in locating alleged fathers and absent parents to assist in paternity and support establishment, not to mention the benefit of collecting support for the children who deserve it.

There are several ways in which employers can comply with their new hire reporting responsibilities. For more information, visit the New Hire Reporting website at:

[www.newhirereporting.com](http://www.newhirereporting.com)



## HOW MUCH CHILD SUPPORT CAN BE WITHHELD UNDER LAW?

The amount to be withheld for child support may not exceed the following parameters: (The Notice of Income Withholding provides information on this federal regulation—The Consumer Protection Act, CCPA)

Of the employees aggregate disposable earnings (income left after making mandatory deductions such as: State, Federal, Local Taxes, Medicare, etc.) - you cannot withhold more than:

- 50% if he/she is supporting another spouse, dependent child or both, other than the party specified on the Withholding Notice.
- 60% if he/she is not supporting someone else.
- An additional 5% shall be withheld above the maximum amount permitted if the Obligor is twelve (12) or more weeks in arrears. Your Income Withholding Order will specify this.
- No more than 50% of the Obligor's weekly unemployment benefits may be deducted.

## WHAT KINDS OF PAYMENTS ARE CONSIDERED LUMP SUMM PAYMENTS?

An employer is liable to report to the Child Support Enforcement Agency that issued the Notice of Income Withholding any lump sum amount over \$150.00. The Agency should receive notice of this lump sum payment at least 45 days prior to it being disbursed.

A lump sum payment is any income other than personal earnings that the employee may be entitled to. Examples are; bonus pays, commissions, severance pay, vacation pay\*, sick leave\*, etc.

\*vacation and sick pay—this pertains only to the “cash-out” of a vacation pay—when an employee opts to receive vacation or sick pay in lieu of taking actual vacation, sick time or leave.

## HOW DO I DETERMINE HOW MUCH IS TO BE APPLIED TO EACH CASE IF THE EMPLOYEE HAS MORE THAN ONE SUPPORT ORDER?

As an employer, you must honor all Income Withholding Notices but may be unable to comply with the entire amount ordered to be withheld based on the Consumer Credit Protection Act (CCPA) Guidelines. (Refer to ORC 3121.034 and the Federal Consumer Credit Protection Act (15 U.S.C. 1673.(b)).

A Multi-Order Calculator is now available for employers. This calculator will determine the maximum amount of support to be applied to each of an employee's order taking into consideration the CCPA Guidelines. To view/download this Calculator; go to: [www.ocda.us](http://www.ocda.us) and click on the Calculator page to access the Multi-Order Calculator.

## PRIORITY OF CHILD SUPPORT WITHHOLDINGS

A child support income withholding order must be paid before all other garnishments except a federal tax levy (but only when the tax levy was served before the child support order was issued). Employers who are withholding income to satisfy a tax levy should notify the IRS if they receive a child support order. In some cases, the IRS will yield priority to the child support order.

Child Support Income Withholding Notices must be honored even if an employee declares bankruptcy. Child Support debt is not dischargeable in bankruptcy actions.

If an employee files bankruptcy, employers are still obligated to continue withholding child support payments and remit them to Ohio CSPC. In some instances, child support payments may be taken over by the trustee of the bankruptcy court, however, an employer must continue withholding unless notice is received by the agency or the bankruptcy court stating otherwise.