

# INSTRUCTIONS FOR INCOME DEDUCTION ORDER

To have your child support or alimony payments taken directly from the other side's pay check you must have an Income Deduction Order (IDO). \* This is an order from a judge telling a person's employer to take money from that person's paycheck to pay child support or alimony. The employer will send the payments to the Family Support Registry, and the Family Support Registry will send payments directly to you.

If your original order for support was signed by a judge before July 1, 1991, and no IDO was entered at that time, you can only get a judge to sign an IDO and get it enforced if the payor is 30 days behind in his/her payments. If your order for support was signed by a judge on or after July 1, 1997, and no IDO was entered at that time, you can have an IDO even if the payor is not behind in his/her support payments.

This packet contains:

- Instructions for getting an IDO;
- An IDO for the Petitioner to pay; \*\*
- An IDO for Respondent to pay; \*\*
- A Notice of Delinquency
- A Notice of Withholding
- A Notice to Employer
- Information Sheet

\* If the Order is for Alimony, without child support, the Income Deduction Order with payments to the Family Support Registry cannot be used.

\*\* If you were the Petitioner in the original case, use the "IDO for the Respondent to Pay". If you were the Respondent in the original case, use the "IDO for the Petitioner to Pay". You DO NOT need to use both IDOs.

STEP 1: Get the Income Deduction Order (IDO) signed by the judge who signed your original support order.

STEP 2: Complete the Income Deduction Information sheet.

STEP 3: Notify the other side that you have an IDO and that you are going to send a copy of it to his/her employer to have the support payments deducted from his/her paycheck.

STEP 4: Send a copy of the IDO and the Notice to Employer to the other side's employer.

STEP 5: Send a copy of the IDO and Income Deduction Information sheet to Child Support Enforcement.

## STEP ONE:

A. You need to fill in all of the blanks in the IDO. Be sure to use the correct IDO. If you were the Petitioner in the original case, use the IDO for the Respondent to Pay. If you were the Respondent in the original case, use the IDO for the Petitioner to Pay. You DO NOT need to use both IDOs.

### INSTRUCTIONS FOR FILLING OUT THE IDO

1. Write either your name or the other side's name next to the word "Petitioner". Look at the top of the original support order. The person was listed as the "Petitioner" or "Plaintiff" on that order is the Petitioner on

the IDO.

2. Write either your name or the other side's name next to the word "respondent". The person who was listed as the "Respondent" or "Defendant on the original support order is the Respondent on the IDO."

3. In Paragraph 1, next to "TOTAL AMOUNT OF DEDUCTION", you must write in the total amount to be deducted from the other side's paycheck, and how often it is to be deducted. For example, \$200.00 per month, or \$150.00 per biweekly paycheck. This information should be plainly stated in your original support order.

4. Further down in Paragraph 1, there are blanks to fill in the amounts for current child support, current spousal support (alimony), support arrearage, other and FSR fees. Fill in these amounts exactly as there are stated on the original order. You cannot fill in any amount as arrearage unless a judge has already decided how much extra should be paid toward the arrears. When all the amount in this section are added together, they should equal the amount listed "Total amount of Deduction".

5. Go down to Paragraph 5. Check either box stating that the deductions shall begin immediately or when the payor is 30 days behind in support payments. This information should be included in your support order.

B. Contact the case manager for the judge who signed your original order. You need to find out if there is a specific time that you should go to the judge's office to get your order signed if it is not signed at the same time as the support order, or if there are any other requirements for that specific judge.

C. When you go to the judge's office to get the IDO signed, take your original support order, and your order establishing arrearage payments if there is one. You will need these as documentation before the judge will sign your IDO.

D. Make three (3) copies of the IDO and file the original with the Superior Court Clerk's Office.

## STEP TWO

A. Write your name, address, social security number and date of birth in the space under "custodial parent".

B. Write the other side's name, address, social security number, date of birth, and employer's address in the space under "non-custodial parent".

C. Write the name and dates of birth of the child(ren) for whom the other side is paying child support.

## STEP THREE

A. If your original order was signed before July 1, 1997, and no IDO was entered at that time, or if the judge found good cause to delay the effective date of the IDO, or you and the payor agreed to delay the effective date of the IDO, you can only get a judge to sign your IDO and have it enforced if the payor is at least 30 days behind in his/her payments. You will need to send the payor a Notice of Delinquency (see attached).

## INSTRUCTIONS ON HOW TO FILL IN THE NOTICE OF DELINQUENCY

1. Write the other side's name and address on the blank lines at the top of the page.
  2. In Paragraph 1, you must check the box next to the type of support that you are supposed to receive. Check the box next to the child support, or the box next to spousal support (alimony) or both boxes if you are supposed to receive both. In the blank spaces write in the amount of support that you are supposed to receive and how often you are supposed to receive it. For example, \$200.00 per month or \$150.00 per biweekly paycheck.
  3. In Paragraph 2, you must check the box next to when the support payments end. If the support payments are supposed to end on a specific date, check the second box and write in that date.
  4. In Paragraph 3, in the first blank space, write in the court that issued your original order, such as "Superior or Juvenile". In the second blank space write in the county of the court that ordered the support. In the third blank space, write in your case number. In the last blank space write in the date that the order was signed by a judge.
  5. In the first blank space of Paragraph 4, write the number of months that the payor is behind in support payments. In the second blank space, write the amount that the payor is behind in support payments.
  6. In Paragraph 6, write the extra amount that is to be taken from each paycheck to go towards the support arrears.
  7. At the end of the Notice, you must sign your name and address.
- B. If your original support order was signed on or after July 1, 1997, and no IDO was entered at that time, you can get the judge to sign your IDO and have it enforced immediately. You do not have to wait until the payor is behind in his/her support payments. You must send a Notice of Withholding (see attached) to inform him/her that the IDO is being enforced.

## INSTRUCTIONS FOR FILLING OUT THE NOTICE OF WITHHOLDING

1. Under the word "TO" write in the name and address of the person who owes you support.
2. Write in the date next to the word "Date".
3. In the blank spaces in Paragraph 1, write in the name of the order that requires the other person to pay you support.
4. In the blank space in Paragraph 2, write in your name.
5. Sign your name, then print your name and address on the lines at the bottom of the page.

## STEP FOUR

You must mail a copy of the IDO and Notice to Employer to the other side's job in order for them to begin deducting the support payments. You should call the employer first to find out which department or person is responsible for handling IDO's.

#### INSTRUCTIONS FOR FILLING OUT THE NOTICE TO EMPLOYER

1. Next to the word "Date" write in today's date.
2. In the blank line under the date, write in the name and address of the other side's employer.
3. Next to the word "employee" write the other side's name.
4. Next to "S.S.#" write in the other side's Social Security Number.
5. Under the section called "Definitions", write the other side's name next to "Employee". Write your name next to "Recipient". Write the name of the place where the other side works next to "employer".
6. In the blank line under the word "Sincerely" write in your name and address.

#### STEP FIVE

You must send a copy of the IDO and the Income Deduction Information Sheet to the Child Support Enforcement IDO Registry. Everyone must send a copy to Child Support Enforcement even if they are not already handling your child support case. The address is:

**Child Support Services, FSR**

**P.O. Box 1600**

**Carrollton, Georgia 301120-1600**

(800) 227-7993

(404) 657-2780