



Child Support Intake Form & Application for Full Child Support Services Part 1

Everyone with a child support order must complete the attached form.

This form is used in two ways.

- 1) **As an application** for a parent who wants to apply for DOR's full child support enforcement services.
- 2) **As an intake form** to collect information about child support orders for the Massachusetts case registry as required by law.

Instructions

- ✓ Complete the attached form.
- ✓ Check one of the boxes at the top of the form to indicate whether you want full child support enforcement services from DOR.
- ✓ Attach copies of required documents.
- ✓ Mail the form to: DOR/CSE, P.O. Box 7057, Boston, MA 02204-7057 or if you are completing the form in court, leave the form at the Register's Office of your local Probate & Family Court.
- ✓ If you are completing the form in court on the day your child support order is entered, make sure that the court gives a copy of the order to DOR.

**Massachusetts Department of Revenue
Child Support Enforcement Division
Telephone: 800-332-2733
(617-660-1234 for local callers in the Boston area)
Fax: 617-887-7570
E-Mail: csegen@dor.state.ma.us**

**Visit our website for more information
www.mass.gov/cse**

Who must complete this form?

- Everyone with a child support order even if you do not want to apply for DOR's full child support enforcement services; and
- Everyone who wants to apply for DOR's full child support enforcement services.

What child support enforcement services does DOR offer?

- **Locate** parents.
- **Establish paternity** for your child under 18 years of age, which may include arranging for DNA paternity tests, if necessary.
- **Establish a child support and a medical support order** for your child.
- **Enforce child support and medical support orders** by identifying employers and issuing income withholding and medical support orders.
- **Collect and distribute payments** via direct deposit or debit card.
- **Monitor payments** for compliance.
- **Collect past-due child support** until paid in full by taking the following actions as appropriate:
 - ⇒ Increase the amount of income withholding by 25%;
 - ⇒ Seize bank accounts;
 - ⇒ Intercept state and federal tax refunds, insurance claims, worker's compensation, unemployment compensation or lottery winnings;
 - ⇒ Suspend driver's, business, trade, or professional licenses or motor vehicle registrations;
 - ⇒ Send the case to the U.S. Department of State to deny issuance or renewal of a passport;
 - ⇒ Place liens on real estate and personal property;
 - ⇒ Seize real estate and personal property;
 - ⇒ Report the parent's debt to credit reporting agencies;
 - ⇒ Send the case to a collection agency;
 - ⇒ Seek civil contempt of court (the court may order participation in a seek work program or incarceration); and
 - ⇒ Initiate prosecution for criminal nonsupport.
- **Assist you in asking the court to modify** the amount of your child support order (either upward or downward).
- **Work with child support agencies in other states**, if necessary.

State and federal law and DOR's policies and procedures govern all child support services we offer. DOR will decide what services may be available and best suited to a case. In some situations, this may mean that we handle your case differently from what you would prefer. It is not possible for you to choose the actions we take on your case. Because our caseloads are high, there may be times when it may not be possible to devote as much individual attention to your case as you or DOR would like.

We are not successful when we do not have good location or asset information about parents or do not have copies of documents we need. Parents are often the best source of this information. If we do not get a copy of your child support order on the day it is entered, child support payments may be delayed. Make sure we get a copy from you or the court.

If you DO want full child support services from DOR:

You MUST:

- Cooperate with us and provide the information necessary to process your case.
- Provide DOR with your name, address, home and cell telephone numbers, e-mail address, Social Security number, and any other information we may need from you.
- Tell DOR if any of that information changes.
- Sign forms as necessary.
- Appear in court and for other appointments when necessary.
- Tell DOR **before** you enter into any agreement, waiver, stipulation or modification that would affect your child support order so we can give the court information it needs about your child support case.
- Tell DOR if you get a new child support order or if your order changes.
- Review and verify the information on checks, statements, court orders, direct deposit and debit card information, and other documents DOR sends to you and notify DOR if you see an error.
- Return a payment to DOR if you received it in error.
- Provide DOR with copies of documents we may need to process your case such as birth and/or marriage certificates, court orders, and divorce orders.

You must NOT:

- Make payments directly to or accept payments directly from the other parent.

If you do NOT want full child support services from DOR and the court ordered payment by wage assignment:

DOR will ONLY:

- Send a bill to the employer and send payments from an employer to the parent to whom child support is owed.

DOR will NOT:

- Enforce the child support order if payments are not made.
- Track the end date of the order.

You MUST:

- Tell DOR if there is a change to your name, Social Security number, residential or mailing address, home or cell telephone numbers, driver's license number, or your employer's name, address or telephone number.
- Contact DOR when your order ends.

If you do NOT want full child support services from DOR and the court did NOT order payment by wage assignment:

DOR will ONLY:

- Keep a record of your child support order as required by law.

DOR will NOT:

- Enforce the child support order if payments are not made.
- Collect your child support payments.

You MUST:

- Tell DOR if there is a change to your name, Social Security number, residential or mailing address, home or cell telephone numbers, driver's license number, or your employer's name, address or telephone number.

Frequently Asked Questions

Do I have to pay for DOR's services?

No. We do not charge an application fee.

Do DOR attorneys represent me?

No. DOR attorneys represent only DOR. They do not represent either parent. DOR is required to present all facts to the court regardless of which parent those facts may benefit. You may hire your own attorney to represent you. DOR will work cooperatively with your attorney; however, your attorney must keep us up to date on any actions taken on your case.

Will DOR help me with custody and visitation?

DOR does not provide services related to custody and visitation. If you need assistance with custody or visitation, you may contact your local Probate & Family Court for help.

Why do I need to give DOR my Social Security number?

Federal law requires you to give your Social Security number to DOR. DOR uses Social Security numbers to identify customers correctly and to locate parents for purposes of establishing paternity and establishing, modifying and enforcing child support obligations. The law that requires this is 42 USC Section 405(c)(2)(C).

How are child support payments distributed if a parent owes support to more than one family?

- DOR must distribute support payments among all the families, with payments going first to current support and then to any past-due support.
- If a parent pays less than the full amount of child support owed for all families, the amount collected is distributed in proportion to the amount of support owed to each family.

How are child support payments sent to me?

DOR sends support payments through direct deposit into your checking or savings account or via DOR's Child Support Card – a VISA®-branded debit card. We do not send checks by mail except on a very limited basis if certain hardship exemptions apply.

Disclosure of Information

We protect your personal information to the extent possible but we are required by state and federal law to share your information with:

- other state agencies or entities for the purpose of enforcing child and medical support orders. For example, federal law requires DOR to provide a custodial parent's address to the other parent's employer so the employer can enroll the children in a health care plan.
- the court, on documents that may be reviewed by the other parent. A judge may remove a parent's address from court documents, but the county and state where each parent lives still appear.



Commonwealth of Massachusetts
Department of Revenue
Child Support Enforcement Division (DOR)
Child Support Intake Form and Application for Full Child Support Services
Part 2



Do you want full child support enforcement services? (Check one.) **Yes** **No**

⇒ If you check **YES**:

- ✓ All child support payments must be paid to DOR from now on.
- ✓ **Do not make payments directly to or accept payments directly from the other parent.**

⇒ If you check **NO**, *and* support is to be paid by wage assignment:

- ✓ The law requires all child support paid by wage assignment to come through DOR.
- ✓ The only action DOR will take is to collect and send out child support payments received from an employer.
- ✓ You are responsible for telling DOR when your order ends.

⇒ If you check **NO**, *and* support is **NOT** to be paid by wage assignment:

- ✓ The parents must make their own payment arrangements.

Important! If you are submitting this form on the same day that you are in court getting a child support order, you must make sure the court gives us a copy of the court order.

Please print all responses.

SECTION 1 - INFORMATION ABOUT YOU					
You are the children's: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other, explain:					
The children listed on this form live with you and are in your care and/or custody: <input type="checkbox"/> Yes <input type="checkbox"/> No					
⇒ If you are not the mother or the father of the children, attach a copy of the court order giving you custody of the children.					
Name (Last)		(First)		(Middle)	
Home Address (Number & Street)		(City)	(State)	(Country) (ZIP Code)	
Mailing Address (Number & Street), <i>if different</i>		(City)	(State)	(Country) (ZIP Code)	
Social Security Number	Driver's License #	Date of Birth		E-Mail Address	
Home Phone #		Cell Phone #		Work Phone #	
Employer Name					
Employer Address (Number & Street)		(City)		(State)	(ZIP Code)
Were the mother and father of the children ever married to each other? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, what is the current relationship of the children's parents?					
<input type="checkbox"/> Married, date of marriage:			<input type="checkbox"/> Divorced, date of divorce:		
Place of marriage:					

SECTION 2 - INFORMATION ABOUT THE OTHER PARENTThe other parent is the children's: Mother Father Other, explain:

Name (Last)		(First)	(Middle)		
Home Address (Number & Street) <input type="checkbox"/> Current <input type="checkbox"/> Last Known		(City)	(State)	(Country)	(ZIP Code)
Mailing Address (Number & Street), <i>if different</i> <input type="checkbox"/> Current <input type="checkbox"/> Last Known		(City)	(State)	(Country)	(ZIP Code)
If the other parent is incarcerated, what is the name of the prison?		(City)	(State)	(ZIP Code)	
Social Security Number	Driver's License #	Date of Birth		E-Mail Address	
Home Phone #		Cell Phone #		Work Phone #	
Employer Name <input type="checkbox"/> Current <input type="checkbox"/> Last Known					
Employer Address (Number & Street)			(City)	(State)	(ZIP Code)
Other Parent's Mother's Maiden Name			Make, Model & Year of Other Parent's Car		

SECTION 3 - INFORMATION ABOUT THE CHILDREN

- List only the children you have with the other parent named in this application.
- If you have more than three children with the other parent named in this application, continue on the last page.

	Child 1	Child 2	Child 3
Name (First, Middle & Last)			
Date of Birth			
Place of Birth (City & State or City & Country, if outside US)			
Social Security Number			
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Name of father on birth certificate			
With whom does the child live?	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other, who?	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other, who?	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other, who?

SECTION 4 - COURT ORDER INFORMATION - Child Support & Medical Support

Is there a court order for child support and/or medical support? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of Court			
Court Address (Number & Street)		(City)	(State)	(ZIP Code)	(Country)
Date of Most Recent Order	Amount of Order: \$	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	Docket #	
Who is currently providing health insurance for the children? <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> MassHealth <input type="checkbox"/> Other, who? <input type="checkbox"/> No insurance					

SECTION 5 - SAFETY ISSUES

Do you have concerns that receiving child support services could result in a risk to you or your child(ren's) safety?

Yes (Explain in space below.) No

Do you have a restraining order against the other parent? Yes No

Would disclosure of your address place you or your children at risk of physical or emotional harm? Yes (Explain in space below.) No

See the section in Part 1 of the Child Support Intake Form and Application for Full Child Support Services titled "Disclosure of Information" for information about how and when your address might be disclosed.

At what telephone number would you like us to call you at during the day to discuss your safety concerns?

Telephone #: _____ Is it okay to leave a message? Yes No

Please provide information related to your safety concerns that you want DOR to be aware of. You may also attach documents related to your safety concerns.

SECTION 6 - ALTERNATE / EMERGENCY CONTACT

Do you have a close friend or relative who will always be able to get in touch with you? * Yes No

* If you do not speak English, this person should be someone that can speak with us on your behalf.

Name	Relationship to You	Telephone #	
Address (Number & Street)	(City)	(State)	(ZIP Code)

SECTION 7 - YOUR SIGNATURE

By signing below, you state the following:

- I declare under the penalty of perjury that the information I provided on this form is true and complete to the best of my knowledge and belief.
- If I am requesting full services from DOR:
 - ✓ I have read the attached Child Support Intake Form and Application for Full Child Support Services brochure and understand my responsibilities and agree to cooperate with DOR.
 - ✓ I understand that DOR will decide what services may be available and best suited to my case.

Your Full Name (*print legibly*)

Your Signature

Today's Date

SECTION 8 - DOCUMENT CHECKLIST

- ⇒ Indicate below which documents you are attaching to this form.
- ⇒ Don't forget to make a copy of this form and any documents you are attaching if they are your only copies.

<p>Court Orders: Copies of all orders relating to child and medical support for the children listed on this form.</p> <p>⇒ If you are completing this form in court on the day your child support order is entered, make sure that the court gives a copy of the order to DOR.</p>	Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Affidavit of Arrears: If the other parent owes past-due support (arrears) for a time before your application for services and there is no court order setting the amount of past-due support.</p> <p>⇒ Visit our website at www.mass.gov/cse or call us at 800-332-2733 or 617-660-1234 to get a blank copy of this form.</p>	Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Custody Order: If you are not the mother or father of the children.</p>	Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 9 - RETURN INFORMATION

- ⇒ **Mail:** Send the completed form to, **DOR/CSE, P.O. Box 7057, Boston, MA 02204-7057**
- ⇒ **Probate & Family Court:** Leave the form at the Register's Office at the court if you are completing it at the courthouse.

SECTION 10 - ADDITIONAL INFORMATION

Use this space if you would like to provide any additional information.