

Frequently Asked Questions

Will I have to see the other parent in court?

Yes. If a hearing is scheduled and both parents come to court, you will see the other parent in court. While you can't request separate court dates, you can ask to talk with DOR staff without the other parent present.

Will DOR help me with parenting time issues?

No. We don't provide services to help with parenting time. If you need help with parenting time, contact your local Probate & Family Court for help.

Do I need to apply for full services if I want DOR to arrange for paternity testing?

Yes. If you want DOR to help you with paternity testing, you need to request full child support services on the application.

Can I choose how DOR handles my case?

No. You can't choose which actions DOR takes on your case. We will decide what services are best for your case. We may handle your case differently from what you would like. We offer child support services based on state and federal law and our own policies and procedures. There may be times when it is not possible to provide as much attention to your case as you or DOR would like.

If I'm the custodial parent, will DOR tell me in advance before they take any action to enforce my child support order?

No. Most enforcement occurs outside of court and happens without notice to the custodial parent.

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

We use Social Security numbers to make sure that we have the right person and to find parents so that we can establish paternity, establish child support orders, and collect child support. Federal law requires that you give your Social Security number to DOR. 42 USC Section 405(c)(2)(C).

Does DOR share my information?

We keep your personal information as private as we can. Because of state and federal law, we must share your information with:

- **Other state agencies or entities:** This is so we can enforce child and medical support orders. For example, if there is a medical support order we may need to give your address to the other parent's employer so that the employer can enroll the children in a health care plan. The other parent may see these forms.
- **The court:** The other parent may see court documents that have your personal information on them. A judge may remove your address from court documents, but the county and state where you live may still be on the documents.

How will I get payment from DOR?

We'll send you payments by direct deposit into a bank account or by debit card. We don't usually send checks by mail – if you have a special reason why you can't use direct deposit or a debit card, call us to ask for a "hardship exemption."



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

Who needs to fill out this form?

If you have a child support order, or want DOR to establish, modify or enforce a child support order for you, you need to fill out this form.

Do I need to fill out this form even if I don't want to apply for DOR's full child support services?

Yes, you need to fill out this form if you have a child support order even if you don't want our child support services. The law says we need to keep a record of all Massachusetts child support orders. We use this form to get information about your child support order.

Instructions

- ✓ Fill out the form.
- ✓ At the top of the form, choose whether or not you want full child support services from DOR.
- ✓ Attach copies of the documents we need.
- ✓ If you are completing the form in court on the day your child support order is entered, make sure that you include a copy of the court order and any agreement.
- ✓ Mail the form to: DOR/CSS, P.O. Box 7057, Boston, MA 02204-7057.

YOU MAY ALSO APPLY ONLINE AT MASS.GOV/CSS.

Safety and Applying for Child Support

You are in the best position to decide whether applying for child support will be safe for you and your child.

When we receive your application, we send a letter to the other parent explaining that we have opened a case to establish or enforce a child support order.

If you are not sure if child support services will be safe for you, before you submit your application, please call us at 800-332-2733 or email us at csssafety@dor.state.ma.us.

**Massachusetts Department of Revenue
Child Support Services Division
Telephone: 800-332-2733
(617-660-1234 for local callers in the Boston area)
Fax: 617-887-7570**

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

What information do I have to give to DOR?

Whether or not you want our child support services, you must give us information, including your:

- Name
- Social Security number
- Home and mailing addresses
- Home and cell phone numbers
- Driver's license number
- E-mail address
- Employer's name and address
- Employer's phone number

You must also tell us if any of your information changes.

What child support services does DOR offer?

- **Locate a child's parents.**
- **Establish paternity** (legal fatherhood) if your child is under 18 years of age. This may include DNA testing.
- **Establish a child support and a medical support order** in the Probate and Family Court.
- **Enforce child support and medical support orders.** This may include requiring the parent's employer to withhold child support from the parent's paycheck and to enroll a child in the parent's health insurance plan.
- **Collect payments** and send them out using direct deposit or a debit card.
- **Collect past-due child support** in any of these ways:
 - Withhold 25% more from the parent's paycheck (for example, if we were collecting \$100 of each paycheck for current support, we may start collecting \$125).
 - Collect child support from bank accounts, state and federal tax refunds, insurance claims, workers' compensation, unemployment compensation, or lottery winnings.
 - Suspend the parent's driver's license and other licenses, such as business, trade, recreational and professional licenses.
 - Suspend the parent's motor vehicle registrations.
 - Prevent the parent from getting or renewing a passport.
 - Place a lien on real estate and other property (for example, if the parent tries to sell a house, DOR may collect some of the money from the sale).
 - Notify credit reporting agencies the parent owes child support.
 - Ask the court to find the parent "in contempt" for not following the child support order (the court may send the parent to jail or order the parent to participate in a seek work program).
- **Assist you in returning to court to change** your child support order. You can ask for the amount to be higher or lower.
- **Work with child support agencies in other states.**

You can help! We are not successful when we don't 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're not with you in court when you get your child support order, make sure we get a copy so your child support payments aren't delayed.

If you DO want full child support services from DOR:

You will have to:

- Provide the information we need for your case.
- Sign forms when asked.
- Come to court and other appointments.
- Tell us **before** you agree to any changes that affect your child support order. This is so that we can give the court information about your child support case.
- Tell us if you get a new child support order or if your order changes.
- Look at the information on documents we send to you (such as checks, statements, court orders, direct deposit and debit card information) and tell us if you see anything wrong.
- Send us back a payment if we sent it to you in error.
- Give us copies of documents we may need such as birth certificates, marriage certificates, court orders, and divorce orders.
- Make payments to DOR, not the other parent directly.

If you DO NOT want full child support services from DOR and the court DID order the parent to pay child support by income withholding (having money withheld from wages):

- **We will** send a bill to the parent's employer. Then we'll send the payments to the parent who gets child support.
- **We won't** take any actions if the parent doesn't pay.
- **We won't** keep track of how much is owed or when the order ends.
- **You must** tell us when the order ends.

If you DO NOT want full child support services from DOR and the court DID NOT order the parent to pay child support by income withholding (having money withheld from wages):

- **We won't** collect child support payments or take any actions if the parent doesn't pay.
- **We will** keep a record of your child support order. The law requires us to keep a record.

Frequently Asked Questions

Do I have to pay for DOR's services?

No. There is no charge for our services.

Do DOR lawyers represent me?

No. DOR lawyers represent only DOR. They do not represent either parent. They present facts to the court whether they benefit you or the other parent. You may want to hire your own lawyer to represent you. We will work with your lawyer, but your lawyer must tell us if he or she takes any action on your case.



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

We encourage you to apply online on our website at www.mass.gov/css

Do you want full child support services?

If **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.**
- Check a box below to tell us what services you are asking DOR to do:
 - ☐ Establish paternity and/or a child support order
 - ☐ Enforce an existing child support order
 - ☐ Locate the other parent

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

- Fill out sections 1, 2, 3, 4 and 8 below.
- All child support paid by wage assignment must 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 **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.



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

SECTION 1 - INFORMATION ABOUT YOU

Your First Name

Your Middle Name

Your Last Name

Gender

☐ Male

☐ Female

Social Security Number

Driver's License #

State

Date of Birth (mm/dd/yyyy)

Place of Birth: City

Place of Birth: Country

Place of Birth: State

Home Address (Number & Street/Apt. Unit Number)

Home Address: City

State

Home Address: Zip Code

Home Address: Country

Mailing Address (Number & Street or P.O. Box) *if different from home address*

Mailing Address: City *if different*

State

Mailing Address: Zip Code

Mailing Address: Country

Home Phone Number

Cell Phone Number

Number to leave a message
(select only one)

☐ home ☐ work ☐ cell

Work Phone Number

Fax Number

E-Mail Address

Preferred method of communication (check all that apply) ☐ mail ☐ phone ☐ text ☐ email



SECTION 2 - OTHER PARENT INFORMATION

If there is more than one other parent, submit a 2nd application.

Other Parent First Name

Other Parent Middle Name

Other Parent Last Name

☐ Male☐ Female

Maiden Name (if applicable)

Mother's Maiden Name

Social Security Number

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Driver's License # _____

State

Date of Birth (mm/dd/yyyy)

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Place of Birth: City

Place of Birth: State

[illegible]

Home Address (Number & Street/Apt. Unit Number)

Home Address: City

State

Home Address: Zip Code

Home Address: Country

Home Phone Number

Cell Phone Number

Work Phone Number

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E-Mail Address

Last time you had contact with the other parent

☐ less than 30 days

☐ more than 60 days and less than a year

☐ more than 30 days and less than 60 days

Employer Name ☐ Current ☐ Last Known

 Current

○ Last Known

Employer Address (Number & Street)	



Employer Address: City

State

Employer Zip Code

Employer Country

Employer Phone Number:

What type of work does the other parent usually do?

What is the other parent's relationship to the children?

☐ Mother ☐ Father ☐ Guardian

☐ Other, explain:

SECTION 3 - CHILDREN INFORMATION

- 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

Gender

☐

Male

☐

Female

First Name

Middle Name

Last Name

Date of Birth (mm/dd/yyyy)

Place of Birth: City

Social Security Number

State

Place of Birth: Country

Is father listed on birth certificate? ☐ Yes ☐ No

If yes, name of father on birth certificate:

Child 2

Gender

☐

Male

☐

Female

First Name

Middle Name

Last Name

Date of Birth (mm/dd/yyyy)

Place of Birth: City

Social Security Number

State

Place of Birth: Country



Country

Currently married but living apart: ☐ Yes ☐ No Date last lived together: / /
(mm/dd/yyyy)

Location last lived together:

City State

Country

Was the mother ever married to someone other than the child's other parent? ☐ Yes ☐ No
If yes, complete questions below.

First Name Middle Name

Last Name

SECTION 6A - LEGAL REPRESENTATION

Do you have an attorney? ☐ Yes ☐ No

If you have an attorney, provide the information about your attorney below.

Attorney First Name Attorney Middle Name/Initial

Attorney Last Name P.O.Box

Attorney Street Address (Apt./Floor or Suite Number)

Attorney Address: City

State Attorney Address: Country Zip Code

SECTION 6B - AUTHORIZATION FOR RELEASE OF INFORMATION

Do you want to allow someone else to ask for and get information about your case? ☐ Yes ☐ No

I authorize the Department of Revenue to release and disclose information about my child support case or cases to the following person:

First Name Middle Name/Initial

Last Name



SECTION 6B - AUTHORIZATION FOR RELEASE OF INFORMATION

[illegible]

SECTION 7 - ANY OTHER INFORMATION

☐ Yes ☐ No

SECTION 8 - IMPORTANT INFORMATION ABOUT YOUR RIGHTS

- I declare under the penalty of perjury that the information I provide 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 Part 1 of the Child Support Intake Form and Application for Full Child Support Services 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.
- I understand that by signing this form I am authorizing DOR to share with the person indicated, in Section 6B, any and all information about any and all of my child support cases that DOR would be able to share with me.

[illegible]
