Request for Administrative Review

If you think that DOR's records about your child support case are wrong or if you think we shouldn't have used a certain enforcement action, you can ask DOR to review your child support case. This is called a Request for Administrative Review. If you want to ask for a review, you must:

* Fill out this form
* Gather all information that explains why you think your case is wrong or why DOR should not have used a certain enforcement action
* Send this form and your information to us within 15 days to this address: Massachusetts Department of Revenue, Child Support Enforcement Division, P.O. Box 7057, Boston, MA 02204.

## YOU CANNOT ASK FOR A REVIEW BY TELEPHONE. YOU HAVE TO RETURN THIS FORM TO ASK FOR A REVIEW

FIRST NAME: {{ client.name.first }}

MIDDLE NAME: {{ showifdef(‘client.name.middle’) }}

LAST NAME: {{ client.name.last }}

ADDRESS: {{ client.address.address }}

ADDRESS LINE 2:

ADDRESS LINE 3:

CITY: {{ client.address.city }}

STATE: {{ client.address.state }} ZIP: {{ client.address.zip }}

COUNTRY:

SOCIAL SECURITY NUMBER: {{ client.ssn }}

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PHONE: {% if client.cellphone is defined and client.cellphone %}{{ client.cellphone }} (cell){% endif %} {% if client.homephone is defined and client.homephone %} {{ client.homephone }} (home){% endif %}

**YOU MUST SEND DOCUMENTS THAT HELP PROVE THE REASON YOU CHECKED ABOVE**

Here are examples of the types of documents you can send:

* Copies of canceled checks or money orders
* Copies of court orders
* Copies of pay stubs that show your employer took money from your pay for child support
* Copies of letters from your employer telling DOR that the employer kept money from your paycheck to pay child support
* Copies of receipts for child support payments you made directly to the other parent
* Copies of eviction notices, notices of foreclosure, utility shut off notices
* Copies of court documents showing you are the appointed conservator or guardian

## DO NOT CALL US TO ASK ABOUT YOUR REVIEW.

## WE WILL CONTACT YOU IF WE NEED MORE INFORMATION AND WILL ALSO MAIL THE RESULTS OF ANY REVIEW TO YOU.

|  |  |
| --- | --- |
| Important! Please have this notice translated immediately. | **[English]** |
| Importante! Por favor haga traducir este aviso inmediatamente. | **[Spanish]** |
| Importante! Fate tradurre questo avviso immediatamente. | **[Italian]** |
| Pre inpotan! Fe tradui not sa a tousuit. | **[Haitian-Creole]** |
| Important! Faites traduire cet avis immediatement. | **[French]** |
| Importante! Mande traduzir este aviso imediatamente. | **[Portuguese]** |
| QUAN TRONG! CAN DICH CAO THI NAY LIEN | **[Vietnamese]** |
| Pilne! Prosze o niezwioczne prezetiumaczenie tego dokumentu. | **[Polish]** |
| VANZO! PROSIM NAJ SE TO OBVESTILO TAKOJ PREVEDE! | **[Slovenian]** |
| Mahalaga! Paki-salin itong paunawa. | **[Tagalog]** |
| VANZO! MOLIM DA SE OVA OBAVIJEST ODMAH PREVEDE! | **[Croatian]** |

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TELL US WHY YOU WANT US TO REVIEW YOUR CASE.

If you are the **PARENT WHO PAYS child support**, check ONE of these reasons:

{% if dor\_cse\_notice\_arrears\_wrong %}[X]{% else %}[ ]{% endif %} I DO NOT owe past-due child support (arrears).

{% if dor\_cse\_notice\_arrears\_wrong and defined("arrears\_correct") %}[X] I think the amount of past-due support DOR says I owe is wrong. I think the amount I owe is ${{ arrears\_correct }}{% else %}[ ] I think the amount of past-due support DOR says I owe is wrong. I think the amount I owe is $\_\_\_\_{% endif %}

{% if twenty\_five\_percent is defined and twenty\_five\_percent %}[X]{% else %}[ ]{% endif %} DOR told me or my employer that the amount of child support I need to pay is going up by 25%. This would be a hardship for me. Please see attached Statement of Financial Condition.

{% if benefits\_w\_ssi\_kid %}[X]{% else %}[ ]{% endif %} I get public assistance benefits and I have a child who receives SSI.

{% if levy\_too\_much %}[X]{% else %}[ ]{% endif %} The amount taken from my bank account was more than I owe. The correct amount of past-due support I owe is {% if levy\_too\_much %}{{arrears\_correct}}{% else %} \_\_\_\_{% endif %}.

{% if levy\_exempt %}[X]{% else %}[ ]{% endif %} DOR took money from my bank account and the money came from my government benefits (such as SSI, TAFDC, TANF or EAEDC)

{% if levy\_not\_mine %}[X]{% else %}[ ]{% endif %} DOR took money from my bank account and the money does not belong to me. I am the court appointed conservator or guardian for money that belongs to someone else. (You cannot ask for a review if the money is in a joint account that belongs to you and another person).

{% if levy\_hardship %}[X]{% else %}[ ]{% endif %} The levy of my account causes me a severe hardship for the reason stated below. (Please attach supporting documentation such as a court ordered eviction notice, notice of foreclosure and/or utility shut off notices.)

*Comments:* {% if levy\_hardship %}{{levy\_comments}}{% endif %}

{% if other\_need is defined and other\_need %}[X] Other (explain if you have another reason for asking for a review): {{ other\_needed\_info }} {% else %}[ ] Other (explain if you have another reason for asking for a review): \_\_\_\_\_\_\_\_\_\_\_\_{% endif %}

If you are the **PARENT WHO GETS child support**, check ONE of these reason:

[ ] DOR sent child support payments to the Department of Transitional Assistance (DTA) but the payments should have been sent to me.

[ ] Other (explain if you have another reason for asking for a review):

Signature:{% if defined("signature") %} {{ signature.show(width='1in') }}{% else %} \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_{% endif %} DATE: {% if defined("signature\_date") %}{{ signature\_date }}{% else %}**\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_**{% endif %}

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