# Help for parents who owe Child Support arrears

Dear {{ client.name.first }},

Here are the forms you need to file with DOR.

## Read

Read them and make sure they:

* make sense to you, and
* are correct.

## Collect your evidence

Gather court orders, canceled checks, bank statements, eviction notices, benefits letters,

{%p if not sign\_on\_device or levy\_exempt %}

## Complete the forms

{%p if not sign\_on\_device %}

When you were online you did not:

* sign the form(s), or
* fill in the date you will be filing the forms with DOR.

Sign and date your form(s) now.

{%p endif %}

{%p if levy\_exempt %}

You indicated that you received government benefits. You will need to:

* attach a copy of your federal or state award letter.

{%p endif %}

{%p endif %}

## Make copies

Make 2 copies of these forms.

## Keep your copy

Keep your copy of the forms in a safe place.

{%p if admin\_review %}

The Administrative Review explains why you need DOR to look at your child support case again.

Barb will give placeholder language about DOR contacting for informal review. 2020-11-16

{%p endif %}

{%p if equit\_adjust %}

The Request for Equitable Adjustment Form asks DOR to forgive you the amount you owe **them** –   
Remember you still owe child support to {{other\_parent.name.first}}.

{%p endif %}

Take them to:

Give them:

Mail them: