

Date  
Index No./Docket No.  
New York Case Identifier  
JCA Worker Code

Court of the State of New York  
County of \_\_\_\_\_

\_\_\_\_\_, Petitioner  
S.S. # XXX-XX-

– against –

\_\_\_\_\_, Respondent  
S.S. # XXX-XX-

**CHANGE IN PAYEE NOTICE  
(Pursuant to Section 571 of the Family  
Court Act)**

**PLEASE READ THIS NOTICE CAREFULLY**

Dear :

You are now required to send your child support or child and spousal support payments for the order identified below to the Support Collection Unit (SCU). This change is necessary because the Petitioner, the person to whom you pay support, has applied for child support services through the \_\_\_\_\_ County Child Support Enforcement Unit (CSEU)/SCU (see Family Court Act § 571). The law provides that this change shall be made without further court action upon notice to the parties. **THIS IS YOUR NOTICE.**

The Petitioner provided us with a copy of your order of support and any modifications thereto which were entered in the \_\_\_\_\_ for the support of your dependents:

<u>Name</u>	<u>Social Security Number</u>	<u>Date of Birth</u>
	XXX-XX-	
	XXX-XX-	
	XXX-XX-	
	XXX-XX-	
	XXX-XX-	
	XXX-XX-	
	XXX-XX-	
	XXX-XX-	

The order of support dated \_\_\_\_\_ directs that you pay:

<u>Amount</u>	<u>Frequency</u>	<u>Description</u>
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The Petitioner also provided a sworn affidavit which indicates that, for the above order(s), you owe support arrears/past due support in the amount of \$ \_\_\_\_\_ as of \_\_\_\_\_.

Effective \_\_\_\_\_, we direct you to begin sending your child support payments to the **New York State (NYS) Child Support Processing Center, PO Box 15363, Albany NY 12212-5363**. Payments made directly to the Petitioner after the noted effective date will not be credited to your account.

The Petitioner has been advised to contact the issuer of any income withholding order/notice for support (IWO) currently in place with your employers/income payors to notify the issuer that an application for child support services has been made and the existing IWO should be terminated. The court is also receiving a copy of this notice.

**New IWOs will be issued by the SCU to all of your employers or income payors. You must continue to send payments to the NYS Child Support Processing Center when payments are due until such time as support is being withheld directly from your income pursuant to a new IWO issued by the SCU. In the event that there is an interruption of remittances by your employer/income payor, it remains your responsibility to make payments to the NYS Child Support Processing Center.**

**If income withholding for support is not in place, make your support payments payable to the "NYS Child Support Processing Center" and include your name and the New York Case Identifier listed on page 1. Please note that this New York Case Identifier is a new identifier associated with the child support case that is now receiving services through the CSEU/SCU. You may make your payment by money order, cashier's check, or certified check. In addition, payments can be made through electronic funds transfer and by credit card. For further information on these payment methods, visit the NYS child support website at **childsupport.ny.gov**.**

We will enforce the amount of support arrears/past due support, if any, unless you dispute the validity of the order(s) or the amount of support arrears/past due support. If you wish to dispute the validity of the order(s) or the amount of support arrears/past due support, you must submit a written challenge to the CSEU/SCU **within twenty (20) calendar days** of the date of this notice. You may use the enclosed *Notice to Dispute Change in Payee* form to submit your written challenge. If you submit a written challenge, we will file a petition with the Court to resolve the issue(s). If you dispute only the amount of support arrears/past due support, we will proceed to charge your account and enforce the current support obligation; support arrears/past due support will be enforced in accordance with the resolution of the associated court action.

Sincerely,

Child Support Enforcement Unit/  
Support Collection Unit

Enclosure

cc: Petitioner/Initiating State, Court

## **ENFORCEMENT INFORMATION**

PLEASE MAKE YOUR PAYMENTS **ON TIME AND IN THE FULL AMOUNT** TO AVOID THESE ENFORCEMENT ACTIONS.

1. **Additional amount in income withholding.** New York State Law requires that if support arrears/past due support is owed, the amount withheld for payment of support must include an “additional amount” until support arrears/past due support is satisfied. If there is a current obligation amount, the additional amount is one-half (50%) of the current obligation at the same frequency. If there is no current obligation amount, the additional amount is one and one-half (150%) of the most recent current obligation greater than zero. If there never was a current obligation amount, the support arrears/past due support amount will be divided by 12 and payable monthly. If there never was, or no longer is, a current obligation amount due and the total arrears/past due support owed is less than \$300.00 but more than \$100.00, the additional amount is \$25.00 per month.
2. **State and Federal Tax Refund Offset.** Federal and New York State tax refunds may be subject to interception for payment toward support arrears/past due support.
3. **Credit Reporting.** Support arrears/past due support may be reported to a major credit reporting agency and may affect your ability to obtain credit.
4. **Seizure of Assets.** Bank accounts or other types of liquid assets may be subject to seizure for payment toward support arrears/past due support.
5. **License Suspension.** Nonpayment of support arrears/past due support may result in the suspension of your New York State driving privileges. You may also, after a court hearing, have state-issued professional, business, occupational, or recreational licenses suspended for owing child support.
6. **Department of Taxation and Finance Collection.** Support arrears/past due support may be collected by the Department of Taxation and Finance in the same manner as unpaid taxes are collected (e.g., levies and seizures on real and personal property).
7. **Judgments/Liens.** Judgments or liens may be filed against your real or personal property for support arrears/past due support.
8. **Court Enforcement.** If you are found in willful violation after a court hearing, probation or a jail sentence may be imposed by a Judge of the Family Court for non-payment of child support.
9. **Other Enforcement Remedies.** The Support Collection Unit may proceed to enforce any support arrears/past due support in any other manner authorized by law.

## NOTICE TO DISPUTE CHANGE IN PAYEE

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RETURN TO:

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Dear Child Support Enforcement Unit/Support Collection Unit:

I am returning this form to notify you that I dispute the Change in Payee Notice for the following reason(s):

- ☐ I dispute the validity of the order(s).
- ☐ I do not dispute the validity of the order(s); I dispute only the validity of the amount of support arrears/past due support.

Please provide an explanation of your dispute: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Mailing Address: Number & Street, Floor/Apt./Suite, or Post Office Box

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Daytime Phone Number