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: {{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 CODE: {{ client.address.zip }}

COUNTRY:

SOCIAL SECURITY NUMBER: {{ client.ssn }} PHONE: {{ client.homephone }}

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 reason\_to\_review == ‘not\_owe\_past\_due\_cs’ %} √ {% else %}\_\_\_{% endif %} I DO NOT owe past-due child support (arrears).

{% if reason\_to\_review == ‘past\_due\_cs\_wrong’ %} √ {% else %}\_\_\_{% endif %} I think the amount of past-due support DOR says I owe is wrong. I think that the amount I owe is {% if reason\_to\_review == ‘past\_due\_cs\_wrong’ %} {{ past\_due\_correct\_amt }} {% else %}{% endif %}

{% if reason\_to\_review == ‘twfv\_hardship’ %} √ {% else %}\_\_\_{% endif %} DOR told me or my employer that the amount of child support I need to pay is going up by 25%. This is a hardship for me. IF YOU CHECK THIS REASON, YOU HAVE TO FILL OUT A STATEMENT OF FINANCIAL CONDITION AND ATTACH IT TO THIS FORM. You can get the Statement of Financial Condition on our website at \_\_\_\_\_\_\_\_\_\_\_\_.

{% if reason\_to\_review == ‘pub\_assist\_ssi’ %} √ {% else %}\_\_\_{% endif %} I get public assistance benefits and I have a child who receives SSI.

{% if reason\_to\_review == ‘took\_benefits’ %} √ {% else %}\_\_\_{% endif %} DOR took money from my bank account and the money came from from my government benefits (such as SSI, TAFDC, TANF or EAEDC) (IF YOU CHECK THIS REASON, YOU MUST ATTACH A COPY OF YOUR FEDERAL OR STATE AWARD LETTER).

{% if reason\_to\_review == ‘not\_my\_money’ %} √ {% 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 review if the money is in a joint account that belongs to you and another person).

{% if reason\_to\_review == ‘other\_reason\_wrong’ %} √ {% else %}\_\_\_{% endif %} Other (explain if you have another reason for asking for a review):

If you are a PARENT WHO GETS child support, check ONE of these reasons:

{% if send\_me\_not\_dta == True %} √ {% else %}\_\_\_{% endif %} DOR sent child support payments to the Department of Transitional Assistance (DTA) but the payments should have been sent to me.

{% if other\_parent\_reason == True %} √ {% else %}\_\_\_{% endif %} Other (explain if you have another reason for asking for a review):

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: