

**CASE INPUT RECORD
NON IV-D INCOME WITHHOLDING**

JD-FM-150 Rev. 12-99, C.G.S. § 52-362, P.A. 99-193

INSTRUCTIONS

1. See detailed instructions below.
2. Print legibly with ball point pen.

JUDICIAL DISTRICT OF		COURT LOCATION (No., street, town and zip code)			DOCKET NO.	
▼ OBLIGEE (Person to Receive Money)				▼ OBLIGOR (Person to Pay Money)		
NAME (Last, first, middle initial)				NAME (Last, first, middle initial)		
STREET				STREET		
CITY/TOWN		STATE	ZIP CODE		CITY/TOWN	
TELEPHONE NO.		RELATIONSHIP TO OBLIGOR		TELEPHONE NO.		
SOCIAL SECURITY NO. (Required - see notice below)				SOCIAL SECURITY NO. (Required - see notice below)		
DATE OF BIRTH	ETHNIC GROUP	SEX	<input type="checkbox"/> M <input type="checkbox"/> F	DATE OF BIRTH	ETHNIC GROUP	SEX
						<input type="checkbox"/> M <input type="checkbox"/> F

Notice: Pursuant to the Federal Privacy Act, you are advised that providing your social security number is required. The information is requested pursuant to C.G.S. §§ 52-362 and 17b-179. It will be used by the Bureau of Child Support Enforcement to ensure the proper collection, verification and distribution of support under C.G.S. § 17b-179.

Provide the following information regarding the individual (obligor) whose income is to be withheld.

NAME OF OBLIGOR'S EMPLOYER OR PAYER OF INCOME	PHONE NUMBER OF EMPLOYER OR PAYER OF INCOME
ADDRESS OF EMPLOYER OR PAYER OF INCOME (No., street, town and zip code)	

SIGNED (Preparer)	PRINT NAME	DATE SIGNED
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Income withholding must be provided in all child support cases. The Judicial District Clerk's Office will provide the necessary forms. Once the income withholding of child support orders in Non IV-D cases is implemented, the withheld income of the obligor (the person who owes the money and whose income is withheld) is to be sent by the payer of income to the State Disbursement Unit (rather than to the obligee) for distribution to the obligee (the person to whom the withheld income will ultimately be sent). There is no charge for the administration of Non IV-D income withholding. The Child Support Information and Problem Resolution Unit (IPRU) must be informed of all changes/modifications to the income withholding and of all employer changes. The process outlined below *must* be repeated whenever these types of changes occur. Full IV-D child support enforcement services are available upon application at a local office of the Department of Social Services for which there is a \$25.00 application fee that may be waived for low-income families.

INSTRUCTIONS

1. Complete the **Case Input Record** above.
2. Complete the **JD-FM-1, Withholding Order For Support** form.
3. Submit the completed **JD-FM-1, Withholding Order For Support** to the Clerk's Office for review and the Clerk's signature.
4. After the **JD-FM-1, Withholding Order For Support** is signed by the Clerk and returned to you, submit the original of that form and the completed **Case Input Record** (this form) to the Child Support Information and Problem Resolution Unit (IPRU) at P.O. Box 320680, Hartford, CT 06132. This will allow the IPRU to enter the necessary information in order to establish an account in an automated system used to track child support payments and create an electronic file (an account in that system). If either document is not submitted to the IPRU, then the State Disbursement Unit will be unable to process your immediate income withholding documents. An authorized employee of the Support Enforcement Division or other individual authorized by statute will make service of the **JD-FM-1, Withholding Order For Support** on the obligor's payer of income in accordance with C.G.S. § 52-57, or by certified mail, return receipt requested.
5. Keep a copy of all documentation for your own records.
6. If the obligor (person who owes money) did not file a written **Appearance** and an immediate income withholding was ordered, you must process the **JD-FM-70, Notice to Nonappearing Obligor of Income Withholding Order** form as per instructions on that form. Attach the "proof of service" of the **JD-FM-70** to a copy of that form and file with the Clerk's Office. Unless otherwise ordered by the Court or Family Support Magistrate, the notice of income withholding order shall be served subsequently on the obligor.
7. Any questions related to the implementation of income withholding should be addressed to the Child Support Information and Problem Resolution Unit, 1-800-228-5437.