

INSTRUCTIONS

Key Terms:

Obligor	-	Person ordered to pay child support payments.
Obligee	-	Person ordered to receive child support payments.
IDO	-	Income Deduction Order.
IWO	-	Income Withholding for Support Order.
GFSR	-	Georgia Family Support Registry is the State's disbursement unit where support is received and processed.
FSR Form	-	Family Support Registry Form is the "Private Child Support Order Registration Form".
Arrears	-	Amount of payment past due.

In order to receive child support/alimony* payments directly from the Obligor's wages, an IDO must be signed by a judge and filed with the court. An IDO is an Order telling the employer to withhold money from the Obligor's wages to pay child support and alimony.*

If your original order for support was signed by a judge before July 1, 1997, and no IDO was entered at that time, a judge will only sign an IDO, if the Obligor is 30 days behind on payments. In most cases, the Obligee must file a Petition for Contempt. If you are unsure about how to proceed, please consult with an attorney.

For non-IV-D private child support cases, the IDO must be submitted to the Georgia Family Support Registry with a completed FSR form.

This packet contains:

IDO Form

Notice to Payor/Employer Form

Statement of Rights, Remedies, and Duties

Notice of Delinquency

The IWO and the FSR can be downloaded from the Child Support Commission website <http://www.georgiacourts.gov/csc>

* If the Order is for Alimony, without child support, the Income Deduction Order with payments to the Family Support Registry cannot be used.

Procedures to start Child Support Income Withholding.

1. Prepare and send the IDO and the FSR Registration Form to the Family Child Support Registry. Mail these forms to the address below. Always submit these documents before notifying the employer. GFSR will send you and the Obligor notice when the FSR Form is processed.

Family Child Support Registry
P.O. Box 1800
Carrollton, Georgia 30112-1800

2. Prepare and send the IWO, the IDO, and the Notice to Payor/Employer Form to the obligor's employer after the FSR Form has been processed. Your support payment may be rejected or delayed if your case has not been processed by GFSR.
3. Prepare and send the Statement of Rights, Remedies, and Duties, and the IDO to the Obligor.

INSTRUCTIONS FOR COMPLETING THE IDO FORM

1. From the child support order, put in the name of the Petitioner or Plaintiff.
2. From the child support order, put in the name of the Respondent or Defendant.
3. In Paragraph 1, put in the name of the obligor and his or her address. Write in the name of the obligee. Put in the information for the child(ren).
4. The remainder of the IDO form should be completed as authorized by the court and signed by the judge.
5. Make three (3) copies of the IDO and file the original with the superior court clerk's office. The clerk will keep the original and stamp the three copies, one copy for your records, one copy for the obligor and the other copy for the employer.

INSTRUCTIONS FOR COMPLETING THE NOTICE TO PAYOR/EMPLOYER

1. Complete top portion by putting in name of employer, date, names of obligee and obligor.
2. Date and sign your name.
3. Mail a completed and filed copy of the IDO form a completed IWO form, and Notice to Payor/Employer Form to the obligor's employer so that they can begin deducting the support payments. It is a good idea to call the employer first to find out which department or person is responsible for handling IDOs.

INSTRUCTIONS FOR COMPLETING STATEMENT OF OBLIGOR'S RIGHTS, REMEDIES AND DUTIES IN REGARD TO AN INCOME DEDUCTION ORDER

1. Prepare this form only if the Obligor was not given it in Court and there is to be immediate withholding of child support.
2. Enter the name of the Petitioner/Plaintiff and the Respondent/Defendant from the current support order.
3. Enter the case number from the current child support order.
4. Sign and date the Certificate of Service at the bottom of the form.
5. Make two (2) copies and file the original with the superior court clerk's office. The clerk will keep the original and stamp the two copies, one copy for your records, one copy for the Obligor.

******ADDITIONAL INFORMATION******

Once the case is registered with GFSR, both parties will receive letters from the Department of Human Services indicating that income withholding is expected to begin. The letter to the obligor will contain information on how to contest the IDO.

GFSR will charge a \$1.50 fee for money received as child support. This fee will be taken out of the amount sent by the employer to GFSR.

If the obligor changes employers or a court modifies the child support amount and issues a new IDO, the process for withholding must be completed again.

It is the obligor's responsibility to notify the employer and GFSR when it is time to terminate the income withholding. GFSR requires a court order to close the case, which may be a new order or the original order which established the time frame for how long child support is to be paid (usually child support continues until the minor child turns 18 and graduates from high school). Employers are notified by sending a new IDO and IWO with the appropriate boxes marked indicating termination.

More information on the income withholding process can be found here:

<http://www.georgiacourts.gov/csc/IWO/>

***SEND THE IWO TO THE EMPLOYER WHEN COMPLETED.**

***THE IWO IS NOT A COURT DOCUMENT!! DO NOT
FILE IT WITH THE COURT.**

***KEEP A COPY OF ALL FORMS FOR YOUR
RECORD.**

MORE INFORMATION ON THE IWO CAN BE FOUND AT

<http://www.georgiacourts.gov/csc/IWO/>