

***** Sample Payment Coupon *****

Your payment coupons that come with your statement and print from Child Support Online Services look like the one below.

If your periodic payments are not made by income withholding, you should use these coupons to pay any support you owe.

You may also use these coupons to pay off the debts under, **except** for Receipt and Disbursement (R&D) Fees. You will receive a separate notice and coupons for paying your R&D Fee.

If you have more than one court case, payments sent with your Payment Coupon are applied to all your court cases. You may choose to have a payment applied (designated) to just one court case.

To designate a payment, you must write in the **court case number** and **check the box**.

PAYMENT COUPON

KIDS PIN (Your KIDS PIN)
Payer Name (Your Name)

Designated Court Case?
To apply your payment to a certain court case, you must check the box and write in the court case number.

Change of Address?
Check this box and write your new address on the back of this coupon.

Enter Amount Enclosed:

Mail coupon along with check or money order to:
Include **your KIDS PIN** on check or money order.
So not send cash or correspondence

WI SCTF
PO Box 74200
Milwaukee, WI 53274-0200

*****How Designated Payments are Applied*****

Payments designated to one court case must follow federal rules and state laws. If you owe current support for the court case you selected, the payment will first pay the current support due for the selected court case. It will then pay the other amounts that are due that month (example, \$20/month on past-due support). If you already paid all the amounts due for the month, the money will go to other debts you owe on the case you selected.

If you have questions about designating a payment, please call the Wisconsin Support Collections Trust Fund at 1-800-991-5530 (Monday - Friday, 8:00 AM to 5:00 PM, central time.)

***** Back of Payment Coupons *****

To change your address and/or phone number, print your **new** address and/or phone number below **and check** the "Change of Address" box on the front of the coupon.

Please print your new address and/or phone number in the area below

Street 1 _____ Apt# _____

Street 2 _____

City _____ State ____ Zip _____

Phone _____

Country _____

Intl Zip _____