

Children:

- 1. First, middle, last name: _____
Date of birth (MM/DD/YYYY): _____
Address where s/he lives: _____
City: _____ State: _____ Zip Code: _____

- 2. First, middle, last name: _____
Date of birth (MM/DD/YYYY): _____
Address where s/he lives: _____
City: _____ State: _____ Zip Code: _____

- 3. First, middle, last name: _____
Date of birth (MM/DD/YYYY): _____
Address where s/he lives: _____
City: _____ State: _____ Zip Code: _____

- 4. First, middle, last name: _____
Date of birth (MM/DD/YYYY): _____
Address where s/he lives: _____
City: _____ State: _____ Zip Code: _____

Important! If child support payments are made to the **Central Child Support Receipting Unit**, remember:

Send a payment coupon from the Department of Human Services with each payment. Don't have a coupon? Then this information **must** go with each payment:

- 1. Name and social security number of the parent who must pay child support.
- 2. Court Identifier Number: _____.
- 3. Docket Number: _____.

If you don't send this information with the payment, you may have to pay a penalty (*T.C.A. §36-5-120*).

Are you behind on child support payments (in arrears)? Then the payment that is set is the least you can pay. Your children's other parent can still try and collect by taking your income tax refund. Or s/he can get a lien to get the money if you sell any property. Or s/he can ask the Court to take your property to pay what you owe. If this happens, will it count toward what you owe for child support? It **ONLY** counts if it is paid to the **Central Child Support Receipting Unit**.

Is child support being taken out of your wages? Until your employer starts taking the payments out of your wages, you **must** make payments. Make payments directly to the **Central Child Support Receipting Unit**. What if your employer is not taking the full payment you owe out of your wages? Then you must pay the rest of the payment directly to the **Central Child Support Receipting Unit**.

Warning! If any of the information on this paper changes or is wrong, you must let the Court know right away. If you don't, a default judgment may be entered against you. The default judgment will be sent to the most recent residential or employer address on file with the Court or the Title IV-D agency. A default judgment means you are ordered to pay all the child support you owe at once. If any of the information changes, both the Plaintiff and Defendant must tell the Court and the IV-D Child Support Office within 10 days. Report the changes to the **Circuit Court Clerk, 1 Public Square, Room 302, P. O. Box 196303, Nashville, TN 37219-6303**; and the **Central Child Support Receipting Unit, P. O. Box 305200, Nashville, TN 37229**.