

## What Every Employer Should Know About Income Withholdings and Payment Remittance

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[www.co.lucas.oh.us](http://www.co.lucas.oh.us)

**Employers are KEY** to ensuring that children and families receive the consistent support they need.

- **DID YOU KNOW** that each year employers collect nearly \$1.4 billion in child support payments?

We recognize that employers are key to the success of our child support program. We would like to thank you and acknowledge the important role you serve in our children's lives.

We have identified frequently asked questions and throughout August which is Child Support Awareness Month, we will take the time to share the questions and answers with our Employer Partners.

Sincerely,

Lucas County JFS, Child Support Division  
Child Support Awareness Committee



*Coming together is a beginning.  
Keeping together is progress.  
Working together is success.*

- Henry Ford

August is child support awareness month.

For more information call: 1-800-686-1556 or visit [jfs.ohio.gov/ocs](http://jfs.ohio.gov/ocs).



Ohio Department of Job and Family Services

## What are my responsibilities when I receive and Income Withholding?

- The law defines any person or entity that distributes income, money or benefits to another as a Payor and requires that they comply with an Income Withholding for Support issued by the court or child support agency with appropriate authority.
- The Income Withholding must be implemented within the employees next pay schedule and the Payor must remit the payments to the Ohio Child Support Payment Central (CSPC) **within 7 days** of withholding it.
- **Calculate the amount to be remitted—**
  - Multiply the total amount to withhold per month by 12 and divide by the number of annual pay periods for the employee. This is the amount that should be remitted each pay period.
  - Please be sure to follow the Federal Consumer Protection Guidelines which limit the amount of disposable income that maybe withheld from an employees pay. 15 U.S.C. 1673(b)
  - Withholdings for child support have priority over any other withholdings.
- Failure to do such may result in the employer being held financially liable for the funds that should have been but were not withheld from the employee's pay.
- Additional information and resources regarding your rights and responsibilities pursuant to an Income Withholding can be found within the notice or at <http://www.co.lucas.oh.us/index.aspx?nid=671>.

**Lucas County now has a dedicated Employer phone line 419-213-3010 to better serve our valuable partners.**

Please feel free to contact us with all of your child support questions.



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## How do I remit withheld payments?

- **Electronic Remittance** – using either;
    - **Electronic Funds Transfer (EFT) or Electronic Data Interchange (EDI)** – please discuss EFT/EDI options with your bank, your checks can be easily converted
      - To begin Electronic Remittance please contact CSPC at **888-965-2676** and follow the prompts.
    - **ExpertPay** – [www.expertpay.com](http://www.expertpay.com)
    - By mail to – (f you have less than 50 employees)  
Ohio CSPC, P.O. Box 182394  
Columbus, Oh 43218-2394
- More information can be found at:  
[http://jfs.ohio.gov/ocs/employers/CSPC\\_Overview.stm#8](http://jfs.ohio.gov/ocs/employers/CSPC_Overview.stm#8)

## Advantages of Electronic Payment Remittance?

- **Less errors;**
- **Greater security;**
- **Cost savings;**
- **Decreases time the family is without the support.**

