

Employers Remitting Child Support Payments



SDU, State and County Functions

California State Disbursement Unit (SDU) Functions:

- Collection Processing
- Disbursement Processing
- Set-up Electronic Payments

State (DCSS) and County (LCSA) Functions:

- Case Management
- Financial Management
- Customer Service

Employers

- Remit all California wage-withheld child support payments to the SDU.
- Include necessary employee identification information:
 - Employee name
 - Social security number
 - CSE participant number
 - Amount
 - Date of withholding
 - Child Support Enforcement (CSE) case number for private orders

Employers

- Electronic payments are fast, efficient and the preferred way to streamline payment processing.
- Electronic payments are required by law for many employers.
 - CA Family Code 17309.5 - Employers required to remit EDD or FTB payments electronically must also remit child support electronically.

Employer Payment Options

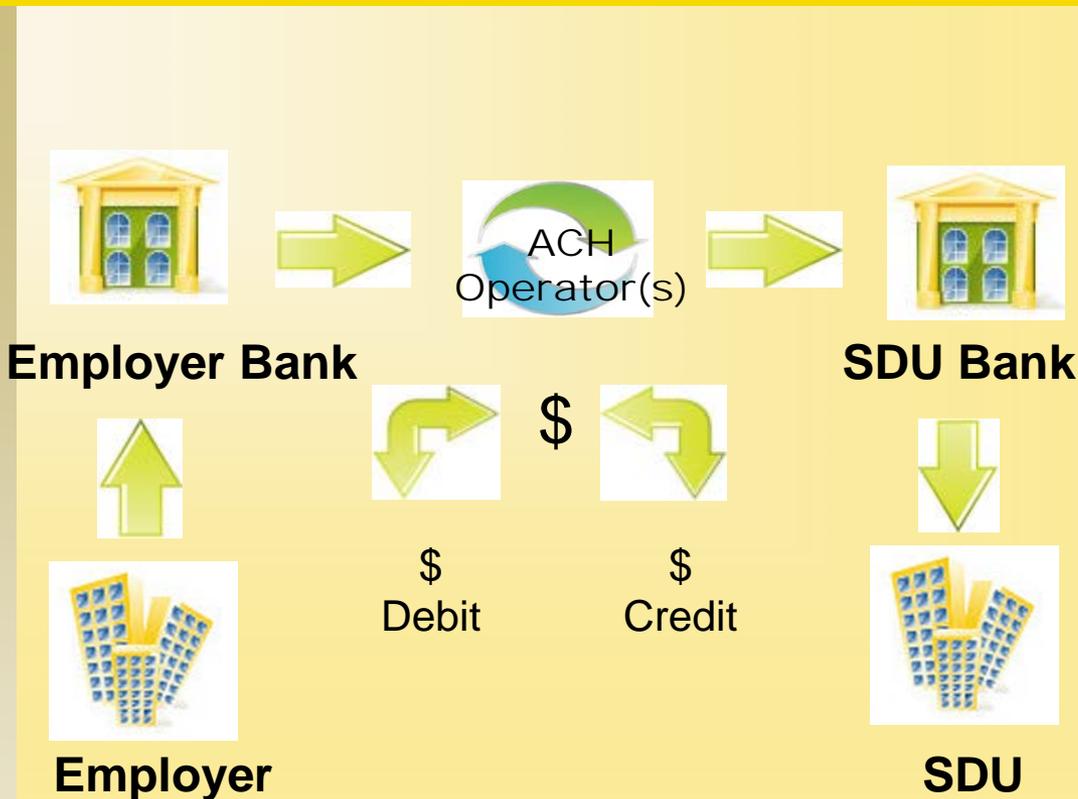
- Electronic Funds Transfer (EFT) using the Automated Clearing House (ACH) network.
- Online - Log in at www.casdu.com - Use your debit/credit card or bank account information.
- Phone - Call 1-866-901-3212 - Use your debit/credit card or bank account information.
- Check - mail your payment to:
 - State Disbursement Unit
 - P.O. Box 989067
 - West Sacramento, CA 95798

Employer Payment Options

Benefits of electronic payment options:

- Fewer errors
- No lost checks
- Saves time and money
- Reduces risk of the theft and fraud
- Faster SDU collection receipt and processing
- It's green

Electronic Funds Transfer (EFT) using the Automated Clearing House (ACH) network



This service allows employers to instruct their financial institution to automatically transmit child support payments, along with child support income withholding data, using the ACH network.

Electronic Funds Transfer (EFT)

Contact SDU to
Receive Guide and
Enrollment Form

Receive Guide
and Form

Complete and
Return Form to
SDU

Create and
Send Test File
to SDU

Receive
Authorization
from SDU to
Remit

Make a
Payment

To enroll in EFT:

- Employers can initiate the process by contacting the SDU by phone at (866) 901-3212 (option 1) or go to www.childsup.ca.gov and click on the Employers tab and select E-Pay.
- Detailed information on EFT via ACH Credit can be found in the California State Disbursement Unit EFT Employer Information Guide at: www.childsup.ca.gov.

Electronic Funds Transfer (EFT)

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from SDU to
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Payment

- Once Employers receive the Enrollment Form they must complete the form and return it to the SDU by fax, e-mail or mail.
 - Fax: (888) 587-5471
 - E-mail: casdu-electronichelpdesk@dcss.ca.gov
 - Mail: P.O. Box 981326
West Sacramento, CA
95798-1326

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
 CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES
 P.O. Box 418064, Rancho Cordova, CA 95741-9064

Ernest G. Brown, Jr., Governor


If you would like to begin sending electronic payments to the California Department of Child Support Services, State Disbursement Unit using ACH Credit, please complete the following information and fax or mail (located below) the form to us. Our EFT Unit will contact you as soon as we receive the form to arrange a test file exchange.

Company:	
Company FEIN:	File Format: [] CCD+ [] CTX
Company Technical Contact Person:	
Phone:	Fax:
Email:	
Company Payroll Contact Person:	
Phone:	Fax:
Email:	
Additional Contact:	
Phone:	Fax:
Email:	
Company Mailing Address (for future information from California SDU):	

I hereby acknowledge receipt of the California DCSS instructions on EFT of child support payments from employers. I understand the requirements for a successful EFT transfer and our company agrees to comply with the requirements.

Acknowledged:	Date:
Print Name:	Title:

Please fax form to CASDU EHD 888-587-5471, or mail to:
 Attention: EFT Unit
 California State Disbursement Unit
 PO Box 981326
 West Sacramento, CA 95798-1326

Electronic Funds Transfer (EFT)

Contact SDU to
Receive Guide and
Enrollment Form

Receive Guide
and Form

Complete and
Return Form to
SDU

Create and
Send Test File
to SDU

Receive
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from SDU to
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Make a
Payment

- Upon successful completion of the test file, the SDU sends employers an Authorization Letter that includes the bank routing and account number for transfer of funds.
- Employers can begin sending payments to the SDU by ACH Credit.

ACH Debit or by Credit or Debit Card

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

This service allows employers to make payments by electronic debit from a checking or savings account, or with a Visa or MasterCard credit or debit card.

- To enroll:
 - Access www.casdu.com
 - Click the “employers” button to register.
- Once registered, employers can make payments online at www.casdu.com.

Need assistance or information on electronic payments? Call 1-866-901-3212 option 1.

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

Employer Registration

- Access www.casdu.com.
- Click the “employers” button to register to make payments electronically on behalf of employees.
- Click the “Register Now” button.

The screenshot displays the California State Disbursement Unit (SDU) website. On the left, there are two 'I NEED TO...' sections with lists of links. The top section includes links like 'Apply for Services', 'Check My Child Support Account', and 'Calculate Child Support'. The bottom section includes 'Child Support Handbook', 'Employer Handbook', and 'Administrative Review Process'. A red arrow points from the 'employers' button in the top screenshot to the 'Employer' section in the bottom screenshot. Another red arrow points from the 'Register Now' button in the bottom screenshot to the 'Register Now' button in the bottom screenshot.

California State Disbursement Unit (SDU)

Today, child support payments are collected and processed by a single entity, the SDU. Required by federal law, the SDU processes 100% of child support payments that used to be handled at the Local Child Support Agencies.

Para tener acceso al application en Español, oprime aquí: [español](#)

Please select the appropriate option that applies to you:

- [Custodial Parties](#)
- [Non-Custodial Parents](#)
- [Employers](#)
- [Replacement Payment](#)

Need assistance or information on electronic payments?
Contact 1.866.301.2212
If paying child support by check or money order, mail payment to:
CA SDU, PO Box 989067, West Sacramento, CA 95798-9067

[Home](#) | [HCP](#) | [CP](#) | [Employer](#) | [Replacement Payment](#) | Language [english](#) [español](#)

Employer

Employers required to pay electronically:
Pursuant to California Family Code §17309.5, if an employer pays taxes electronically to the Franchise Tax Board (FTB) or the Employment Development Department (EDD), then child support payments are required to be sent to the SDU using Electronic Funds Transfer (EFT).

ACH Credit Payments:
To obtain information on making payments using ACH credit, contact the number below.

LOGIN

Username and Password are case sensitive. Login to your account to:

- Make payments on behalf of employees using a Visa or MasterCard credit or debit card
- Make payments on behalf of employees using a bank account
- Create and manage payment templates
- View electronic payment history
- Manage your user profile

Forgot your username?
Forgot your password?

If you do not have an account, register by clicking on the Register Now button below.

PROFILE SETUP

[Register Now](#)

Register to set up an electronic payment amount

NEED ASSISTANCE

[FAQs](#)

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

Employer Registration (continued)

- Enter company details.
- Create a meaningful User ID
 - Username and FEIN are required for system access
- Enter primary and secondary contact information.
- Click, "Submit."
 - A Temporary Password will be sent to you via the Primary contact e-mail.
 - The password is unique and can be changed by you.

The screenshot shows the 'Employer Registration' page on the CA.GOV website. The page is titled 'Employer Registration' and includes instructions for employers to register and make payments for their employees. It features several sections for data entry:

- NEED TO...:** A list of links for various services like 'Apply for Services', 'Check My Child Support Account', etc.
- ADDITIONAL LINKS:** A list of links for 'Child Support Handbook', 'Administrative Handbook', etc.
- LOG-IN INFORMATION:** A section with a 'Username' field and a note that 'Your FEIN may only be used to register once'.
- COMPANY INFORMATION:** Fields for 'Company Name', 'FEIN', 'Address Line 1', 'Address Line 2', 'City', 'State', 'Zip/Postal Code', and 'Country'.
- CONTACT INFORMATION:** Two columns of fields for 'Primary Contact' and 'Secondary Contact', including 'Title', 'First Name', 'Middle Initial', 'Last Name', 'Suffix', 'Address Line 1', 'Address Line 2', 'City', 'State', 'Zip/Postal Code', 'Country', 'Phone Number', 'Fax', and 'Email Address'.

At the bottom, there are 'Submit' and 'Cancel' buttons, and a footer with contact information and a note: '* Indicates required fields' and '** State is a required field for US addresses'.

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

Employer Registration (continued)

- Review the company details you entered.
- Click, “Done.”

The screenshot displays a web form for employer registration. It is divided into several sections: 'ADDITIONAL LINKS', 'LOG-IN INFORMATION', 'COMPANY INFORMATION', and 'CONTACT INFORMATION'. A red arrow points from the text 'Click, “Done.”' to a 'Done' button at the bottom of the form.

ADDITIONAL LINKS

- Child Support Handbook
- Employer Handbook
- Administrative Review Process
- Compromise of Areas Program
- Parents Making Support Payments
- Families Receiving Support Payments

LOG-IN INFORMATION

Username: Testfile1

COMPANY INFORMATION

Company Name: [Redacted] dety

FEIN: [Redacted] 430

Address Line 1: [Redacted]

Address Line 2: [Redacted]

City: [Redacted] Winter Park

State: Florida

Zip/Postal Code: 32782

Country: United States

CONTACT INFORMATION

Primary Contact		Secondary Contact	
Title:	Mr	Title:	Mr
First Name:	Carlo	First Name:	Al
Middle Initial:		Middle Initial:	
Last Name:	Ettare	Last Name:	Reyes
Suffix:		Suffix:	
Address Line 1:	123 Any St	Address Line 1:	987 That St
Address Line 2:		Address Line 2:	
City:	Winter Park	City:	Winter Park
State:	Florida	State:	Florida
Zip/Postal Code:	32782	Zip/Postal Code:	32782
Country:	United States	Country:	United States
Phone Number:	321-397-3000	Phone Number:	321-397-3000
Fax:		Fax:	
Email Address:	ettare@dcss.ca.gov	Email Address:	[Redacted] ty.gov

Done

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

Once you receive your password, you may access www.casdu.com.

- Enter your username and the password you received via e-mail.
- Click the **Submit** button

You will be prompted to change your password.

I NEED TO...

- Apply for Services
- Check My Child Support Account
- Get Information / Forms
- Calculate Child Support
- Contact My Local Child Support Agency
- Contact DCSS

ADDITIONAL LINKS

- Child Support Handbook
- Employer Handbook
- Administrative Review Process
- Compromise of Arrears Program
- Parents Making Support Payments
- Families Receiving Support Payments

Employer Home

Employer

Employers required to pay electronically:
Pursuant to California Family Code §17309.5, if an employer pays taxes electronically to the Franchise Tax Board (FTB) or the Employment Development Department (EDD), then child support payments are required to be sent to the SDU using Electronic Funds Transfer (EFT).

ACH Credit Payments:
To obtain information on making payments using ACH credit, contact the number below:

LOGIN

Username and Password are case sensitive. Login to your account to:

- Make payments on behalf of employees using a Visa or MasterCard credit or debit card
- Make payments on behalf of employees using a bank account
- Create and manage payment templates
- View electronic payment history
- Manage your user profile

If you do not have an account, register by clicking on the Register Now button below.

PROFILE SETUP

Register Now

Register to set up an electronic payment amount

NEED ASSISTANCE

FAQs

I NEED TO...

- Apply for Services
- Check My Child Support Account
- Get Information / Forms
- Calculate Child Support
- Contact My Local Child Support Agency
- Contact DCSS

ADDITIONAL LINKS

- Child Support Handbook
- Employer Handbook
- Administrative Review Process
- Compromise of Arrears Program
- Parents Making Support Payments
- Families Receiving Support Payments

Log-in Home » Change Temporary Password

Change Temporary Password

Your password must be at least 8 characters long and include one uppercase letter, one lowercase letter, and one number.

***Current Password:**

***New Password:**

***Confirm New Password:**

*** Indicates required fields**

Submit

Need assistance or information on electronic payments?
Contact 1.866.901.3212

If paying child support by check or money order, mail payment to:
CA SDU, PO Box 989067, West Sacramento, CA 95798-9067

Home | NCP | CP | Employer | Replacement Payment

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

From here you may make a payment or create a payment template.

Let's make a payment.

- Click the employer, "Make Payment" button.

» Employer Home Welcome Testfile1» Logout

Employer

Employers required to pay electronically:
Pursuant to California Family Code §17309.5, if an employer pays taxes electronically to the Franchise Tax Board (FTB) or the Employment Development Department (EDD), then child support payments are required to be sent to the SDU using Electronic Funds Transfer (EFT).

ACH Credit Payments:
To obtain information on making payments using ACH credit, contact the number below.

• Your temporary password has been successfully changed.

MANAGE PAYMENTS

[Make Payment](#)  [Payment History](#) 

Make Support Payments
Submit support payments on behalf of employees using a bank account or a Visa or MasterCard debit/credit card.

View Payment History
This lets you view a history of all payments submitted through this website.

MANAGE PAYMENT TEMPLATES

[Manage Templates](#)

Manage Payment Templates

- Payment templates allow you to store either account information, employee information, or a combination of both for future use
- A file with employee information can be uploaded to a payment template
- A payment template can be loaded when making a payment to populate all of the fields stored in the template
- Information on the payment template can be modified after a template is loaded before submitting it

MANAGE USER PROFILE

[Manage Profile](#) 

Manage User Profile

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

- You have the choice to pay using your checking, savings, VISA, or MasterCard.
- Enter your checking or savings account information.
- OR
- Enter your VISA or MasterCard account information.
- Enter your employees' information.
- Click, "submit" to make this payment.

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

After account setup and payment profile entry is completed, employers have two system features available to make a payment by ACH Debit:

- *Manual entry*
 - Enter employees' child support payment information manually.
- *Bulk upload*
 - Create and upload a file containing employees' child support payment information.

We will go over the bulk upload process later.

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

- Verify your payment amount and the information.
 - If you need to make changes, click “modify.”
- If you are ready to make the payment click, “submit.”
- The system will show a confirmation page and a confirmation will be emailed to you.

CA.gov | Contact Us

California Department of Child Support Services

Home Custodial Party Noncustodial Parent Employer Payments Reports Resources Child Support Professionals

Payments > State Disbursement Unit (SDU)

Employer Home > Submit Payment

Welcome Testfile1 > Logout

I NEED TO...

- Apply for Services
- Check My Child Support Account
- Get Information / Forms
- Calculate Child Support
- Contact My Local Child Support Agency
- Contact DCSS

ADDITIONAL LINKS

- Child Support Handbook
- Employer Handbook
- Administrative Review Process
- Compromise of Arrears Program
- Parents Making Support Payments
- Families Receiving Support Payments

Verify Payment

Review the following payment information.

To continue and send your payment information, click Submit. Please click only once to prevent multiple charges.

To make changes to your information before paying, click Modify. To cancel the payment process, click Cancel.

Line Items: 2

Total Amount: \$250.00

EMPLOYER INFORMATION

Company Name: Children's Home Society

FEIN: [REDACTED] 30

PAYMENT INFORMATION

Paid With: Bank Account

Account Type: Checking

Bank Name: JPMORGAN CHASE BANK

Routing Number: [REDACTED]

Bank Account Number: [REDACTED]

EMPLOYEE INFORMATION

Participant ID	SSN	Case Number	Payment Amount
[REDACTED]	[REDACTED]		\$150.00
[REDACTED]	[REDACTED]		\$100.00

[Submit] [Modify] [Cancel]

Need assistance or information on electronic payments?
Contact 1.866.901.3212

If paying child support by check or money order, mail payment to:
CA SDU, PO Box 989067, West Sacramento, CA 95738-9067

Home | NCP | CP | Employer | Replacement Payment

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

- Once you click “submit,” you will see a confirmation page.
- For your convenience, a confirmation will be emailed to you.

» Employer Home » Submit Payment welcome diana » Logout

Payment Confirmation

Your payment information has been received. Keep this information for your records.

Your payment will be credited based on the payment method used as follows:

- **Same Business Day Credit**
Credit or debit card payments submitted before 3:00 PM PST
- **Next Business Day Credit**
Credit or debit card payments submitted after 3:00 PM PST or on a non-business day
Bank Account payments submitted before 3:00 PM PST
- **Second Business Day Credit**
Bank Account payments submitted after 3:00 PM PST or on a non-business day

Note: You cannot submit another payment with the same logical information (participants and cases) as this payment for 60 minutes.

Confirmation Number:	<input type="text"/>
Confirmation Date:	03/02/2012 01:26:37 PM
Line Items:	24
Total Amount:	\$2,135.73

FOR YOUR INFORMATION

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

Bulk Upload

- Create a Comma Separated Value (CSV) file and store it on your system.
- Upload the file containing employees' child support payment information.

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

Bulk Upload *(continued)*

If you have already input your choice of payment, you may begin to process your bulk upload. If not, enter your checking or savings, VISA, or MasterCard account information.

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

Bulk Upload (continued)

- To access your saved payment profile details, enter your “Template Name” and click “Load Template.”
- If you did not save your payment information, enter your checking, savings, VISA, or MasterCard account information.

CA.GOV California Department of Child Support Services

Home | **Employer** | Noncustodial Parent | Employer | Payments | Reports | Resources | Child Support Professionals

Payments > State Disbursement Unit (SDU)

Employer Home > Submit Payment

Welcome TestUser! Logout

Submit Payment

Enter your chosen payment method, and information for all employees on behalf of whom you are paying. For each employee, you must provide a Participant ID, Social Security Number, and payment amount. You can enter employees by clicking Add Employee or load employee information from a template by selecting a template from the template dropdown menu and clicking Load Template.

Your payment will be credited based on the payment method used as follows:

- **Credit or debit card payments submitted before 3:00 PM PST**
- **Credit or debit card payments submitted after 3:00 PM PST on a non-business day**
- **Bank Account payments submitted before 3:00 PM PST**
- **Bank Account payments submitted after 3:00 PM PST on a non-business day**

Note: If you are providing a payment for a private child support case not enforced by a Local Child Support Agency (LCSA), please include the CASS Case Number, as specified on the form and/or Employer Notice on Non-PWD (parent), to ensure that the payment is posted to the correct case. Any payments submitted without a CASS Case Number may be posted to a child support case managed by an LCSA, if one exists.

Template Name:

PAYMENT INFORMATION

Send With: Bank Account Credit/Debit Card

Corporate ID (payment information below): Card Type:

Account Type: Cardholder First Name:

Routing Number: Cardholder Last Name:

Bank Account Number: Card Account Number:

Card Verification Number:

Expiration Month:

Expiration Year:

Billing Address

Address Line 1:

Address Line 2:

City:

State:

Zip/Postal Code:

Country:

EMPLOYEE INFORMATION

For instructions on file format and upload instructions, please click instructions button:

File:

Participant ID	SSN	Case Number	Payment Amount
<input type="text" value="12345678901234567890"/>	<input type="text" value="12345678901234567890"/>	<input type="text" value="12345678901234567890"/>	<input type="text" value="100"/>

* Indicates required fields

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

Bulk Upload (continued)

- For instructions on how to create and use the “Bulk Upload,” click the “View Instructions” link.

CA.GOV California Department of Child Support Services

Home Custodial Party Noncustodial Parent Employer Payments Reports Resources Child Support Professionals

Payments > State Disbursement Unit (SDU)

IN NEED TO...

- Apply for Services
- Check My Child Support Account
- Get Information / Forms
- Calculate Child Support
- Contact My Local Child Support Agency
- Contact DCSS

ADDITIONAL LINKS

- Child Support Handbook
- Employer Handbook
- Administrative Review Process
- Compromise of Amicus Program
- Parents Making Support Payments
- Families Receiving Support Payments

Employer Home > Manage Payment Templates

Welcome Testfile Logout

Create Payment Template

Payment Templates allow you to store either account information, employee information, or a combination of both for future use. You can then load a template on the Submit Payment page to populate the payment with all the information stored in the template. After a template is loaded you can then modify any information on the payment as necessary before submitting it.

Use this page to save payment and employee information as a template for future use. You cannot store partial information. For example, if you enter a bank account number, then the other related fields, such as Routing Number and Account Type, must be filled out as well.

*Template Name:

PAYMENT INFORMATION

Field With: Bank Account Credit/Debit Card

Complete all payment information below:

Account Type: Card Type:

Routing Number: Cardholder Print Name:

Bank Account Number: Cardholder Last Name:

Confirm Account Number: Card Account Number:

Expiration Month: Expiration Year:

Billing Address

Address Line 1:

Address Line 2:

City:

State: Zip/Postal Code:

Country:

EMPLOYEE INFORMATION

For instructions on file format and upload instructions, please click Instructions button. [View Instructions](#)

File:

Participant ID	SSI	Case Number	Payment Amount
<input type="button" value="Add Employee"/>	<input type="button" value="Remove Selected Employee"/>		

* Indicates required fields

Need assistance or information on electronic payments?

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

Bulk Upload *(continued)*

- Detailed instructions as to how to create a comma separated value (CSV) file on your system are available.
- Required payment information includes:
 - 13- or 15-digit Participant ID number
 - Social Security number
 - CSE Case number (required if the payment is for privately managed case)
 - Payment amount
 - Payment date

California Department of Child Support Services

Home Custodial Party Noncustodial Parent Employer Payments Reports Resources Child Support Professionals

Payments > State Disbursement Unit (SDU)

Employer Home > Manage Payment Templates Welcome Testfile1 > Logout

Upload Instructions

1. The file must be in CSV format in order to upload.
2. The data in the file must follow the following rules:
 - a. Order of values: Participant ID, Social Security Number, Case Number, Payment Amount.
 - b. The first line must be a header line.
 - c. If using Notepad: There must be at least 4 comma separated values on a line. Only first 4 values of a line are used.
 - d. If using Excel: Put double quotes around the Participant ID, Social Security Number, and Case Number.
 - e. Participant ID must be less than or equal to 15 characters.
 - f. Social Security Number must be less than or equal to 11 characters.
 - g. Case Number must be less than or equal to 15 characters.
 - h. Payment Amount must be less than or equal to 8 characters.
3. In order to upload the CSV file, please click the Browse button. A pop-up will display, please select the file and click the Select button. The file location will populate in the field on the page.
4. Then click the Upload button. The data in the CSV file should populate in the table below. Please contact the number below if you have any other questions.

Example Excel File:

	A	B	C	D
1	Participant Id	SSN	Case Id	Payment Amount
2				101.01
3			"2000000000000001"	102.02
4				103.13
5			"200000000000123"	456.45
6			"200000000000345"	32412
7			"200000000012345"	2342.22
8			"0650000000-01"	1267.98
9			"0650000000-01"	1267.98

Example Text File:

Participant Id	SSN	Case Id	Payment Amount
0000			,101.01
0001		,2000000000000001	,101.01
0002			,103.13
0003		,200000000000123	,456.46
0004		,2000000000000345	,32412
0005			,101.01
0011		,200000000100000	,9999.99
0003		,20000000000123	,999.99
01,34		,0650101010-02	,9999.99

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

- Review payment verification
 - If any information is incorrect, click the “Modify” button and make your corrections.
- Once all information is correct click, “Submit.”

CA .GOV | California Department of Child Support Services

Home Custodial Party Noncustodial Parent Employer Payments Reports Resources Child Support Professionals

Payments > State Disbursement Unit (SDU)

Employer Home > Submit Payment

Welcome Testfile1 > Logout

NEED TO...

- Apply for Services
- Check My Child Support Account
- Get Information / Forms
- Calculate Child Support
- Contact My Local Child Support Agency
- Contact DCSS

ADDITIONAL LINKS

- Child Support Handbook
- Employer Handbook
- Administrative Review Process
- Compromise of Arrears Program
- Parents Making Support Payments
- Families Receiving Support Payments

Verify Payment

Review the following payment information.

To continue and send your payment information, click Submit. Please click only once to prevent multiple charges.

To make changes to your information before paying, click Modify. To cancel the payment process, click Cancel.

Line Items: 2

Total Amount: \$180.00

EMPLOYER INFORMATION

Company Name: [redacted] ocity

FEIN: [redacted] 2430

PAYMENT INFORMATION

Paid With: Bank Account

Account Type: Checking

Bank Name: JPMORGAN CHASE BANK

Routing Number: 02 [redacted]

Bank Account Number: ***** [redacted]

EMPLOYEE INFORMATION

Participant ID	SSN	Case Number	Payment Amount
07 [redacted] 03	[redacted] 12		\$75.00
06 [redacted] 28	[redacted] 68		\$105.00

Submit Modify Cancel

Set Up Account and Register

Receive E-mail with Password

Log In to Account

Enter Payment Profile Details

Make a Payment

- Once you click, “Submit,” you will see a confirmation page.
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Employer Home » Submit Payment Welcome Diana! » Logout

Payment Confirmation

Your payment information has been received. Keep this information for your records.

Your payment will be credited based on the payment method used as follows:

- **Same Business Day Credit**
Credit or debit card payments submitted before 3:00 PM PST
- **Next Business Day Credit**
Credit or debit card payments submitted after 3:00 PM PST or on a non-business day
Bank Account payments submitted before 3:00 PM PST
- **Second Business Day Credit**
Bank Account payments submitted after 3:00 PM PST or on a non-business day

Note: You cannot submit another payment with the same logical information (participants and cases) as this payment for 60 minutes.

Confirmation Number:	GWH <input type="text"/>
Confirmation Date:	03/02/2012 01:26:37 PM
Line Items:	24
Total Amount:	\$2,135.73

EMPLOYEE INFORMATION

Privately Managed (Non-IV-D) Case

When a parent is receiving child support services privately, such as through an attorney, the court issues a Non-IV-D Income Withholding Order (IWO). After the court issues a Non-IV-D IWO, it is served on the employer by the custodial party or by a representative acting on their behalf.

- When the employer receives an IWO form OMB 0970-0154 or FL-195, the employer should keep the original form and send a copy to the SDU. This can be done by:

Mail: California State Disbursement Unit

P.O. Box 980218

West Sacramento, CA 95798-0218

E-mail: casdu-electronichelpdesk@dcss.ca.gov

Fax: 888-587-5471

Privately Managed (Non-IV-D) Case

- Once the SDU receives the completed IWO form from the employer, a Non-IV-D child support case is opened. Each child support case is assigned a unique identifier, the Child Support Enforcement (CSE) case number.
- The Child Support Enforcement System will generate an Employer Notice of Non-IV-D Identifier (DCSS 0507).
 - The CSE case number can be found on DCSS 0507 that was sent to you. If you have not received the Employer Notice of Non-IV-D Identifier (DCSS 0507), please contact 1-866-901-3212.
 - Employers must include the CSE case number when making payments to the SDU for private case.

Privately Managed (Non-IV-D) Case

- Some employers have both county (IV-D) and private (Non-IV-D) obligations. If the employer neglects to include a CSE case number on each IWO payment, a payment could be held up or credited to the wrong case.
- Employers' with employees that have multiple IWOs are advised to call 1-866-901-3212 for assistance calculating the amount to withhold.

Conclusion

The SDU recognizes and appreciates the integral role of employers in California's child support program.

- Remit all California wage-withheld support payments to the SDU.
- Choose an electronic payment option that fits your needs.
- Include necessary employee identification information.

Contact Information

- California Department of Child Support Services
www.childsup.ca.gov.
- The SDU offers a dedicated team of professionals to support all aspects of employer child support payment processing.
- Contact us using any of the following methods:
 - Phone (866) 901-3212 (option 1)
 - E-mail casdu-electronichelpdesk@dcss.ca.gov
 - Fax: (888) 587 5471
 - Web: www.casdu.com