

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 14: Payment Processing	Effective Date: 6/19/19
	Section 2: Paying Through the Indiana State Central Collection Unit (INSCCU), Clerk of Courts, or Third Parties	Version: 1.0 Revision Date: 6/19/19

BACKGROUND

Prior to 2007, the Indiana courts required obligors to pay all child support through the Clerk of Courts.¹

Effective January 1, 2007, obligors are directed to make all non-cash support payments through the Indiana State Central Collection Unit (INSCCU).² Obligor may continue to make cash child support payments through the Clerk of Courts.³

The INSCCU serves as Indiana's State Disbursement Unit, as mandated by federal law at 42 U.S.C. § 654b. While INSCCU receives and processes payments, the Auditor of State disburses the payments via direct deposit, debit card, or check.

In June of 2017, the Child Support Bureau (CSB) began accepting cash payments made through third party vendors such as PayNearMe and MoneyGram.

POLICY

The court shall order that the payment of child support be made through the INSCCU or the Clerk of Courts, unless the court has reasonable grounds for approving another method of payment.⁴

All income withholding order payments are required to be paid through a centralized location.⁵ Employers with over 50 employees who employs more than one (1) obligor with an income withholding order are required to submit child support payments through electronic funds transfer (EFT).⁶ Employers must remit all paper child support payments to the following INSCCU address:

INSCCU
PO Box 6219
Indianapolis, IN 46206-6219

Child support payments paid in cash may be paid to a Clerk of Court or through a third-party vendor contracted with the CSB. All non-cash payments must be paid to the INSCCU.⁷

¹ IC 31-16-9-1(a)

² IC 31-16-9-1(b); IC 31-16-9-1(c)

³ IC 31-16-9-1(c)

⁴ IC 31-16-9-1(b)

⁵ 42 U.S.C. § 654b(a)(1)

⁶ IC 31-16-15-16(b)

⁷ IC 31-16-9-1(c)

REFERENCES

- [IC 31-16-9-1](#): Clerk or state central collection unit as trustee for remittance
- [IC 31-16-15-16](#): Combination of withheld amounts for multiple obligors in single payment; multiple withholdings paid electronically; civil penalty
- [42 U.S.C. § 654b](#): Collection and disbursement of support payments

PROCEDURE

Payments received at the INSCCU or collections received electronically are posted at the state. The Clerk of Courts posts cash payments received at the county clerk's office.

When an obligor pays in person, the Clerk of Courts is strongly encouraged to:

1. Verify the obligor's address; and
2. Direct the obligor to make all non-cash payments payable to "INSCCU" and mail them to the following address:
INSCCU
PO Box 7130
Indianapolis, IN 46207-7130

Whenever the Clerk of Courts or Title IV-D Prosecutor makes contact with the custodial party, the Clerk of Courts or Title IV-D Prosecutor is strongly encouraged to verify the custodial party's address information in the statewide child support system.

FORMS AND TOOLS

1. [Employer Remittance Form](#)
2. [Non-Custodial Party Remittance Coupon](#)
3. [Direct Deposit Form](#)
4. [Frequently Asked Questions and Answers Regarding Indiana Child Support Payment Processing](#)

FREQUENTLY ASKED QUESTIONS

1. Q. How should the Clerk of Courts handle a non-cash payment?
 - A. While the Clerk of Courts may be reluctant to turn away a child support payor, the Clerk of Courts should provide the payor with information on how to make future payments through INSCCU.
2. Q. How does INSCCU handle cash payments?
 - A. INSCCU will accept the cash payment and send a letter to the payor informing them that future payments need to be sent by check, money order, or cashier's check.

RELATED INFORMATION

The INSCCU will accept the following types of payments:

1. Business checks;
2. Personal checks;
3. Money orders; and
4. Cashier's checks.

It is important to note that the check or money order must be made payable to INSCCU and not to the custodial party.

All payments sent to the INSCCU should include the following information:

1. Obligor's name;
2. Obligor's, or remitter's, phone number;
3. Obligor's Social Security number (last four digits);
4. Obligor's address;
5. Custodial party's name;
6. Statewide child support system case number;
7. Court cause number; and
8. Payment amount.

The Title IV-D Prosecutor or the Clerk of Courts may also direct the obligor to different retail locations that accept cash payments through third-party vendors contracted with the CSB, or to the CSB website to make credit card payments.

