

## How do I prorate lump sum/bonus payments for multiple cases?

In order to determine what percentage of a lump sum/bonus payment applies to each case when there are multiple cases for one employee, it must first be determined what the arrearage amount is. You must first contact the Employer Maintenance Unit at [emu@dcs.in.gov](mailto:emu@dcs.in.gov) via email or 800-292-0403 via phone; or the county prosecutor's office, for the arrearage totals. Follow these steps and example to prorate for multiple cases.

1. Add together all of the non-custodial parent's arrearage amounts for each case. Separately determine the percentage the amount is for each case of the total arrearages of the combined cases. ( EX: \$1,258.00 divided by \$15,757.43 totals 8%. )

Case	Arrearage per case	Percentage
Case #1 123456	\$ 1,258.00	8%
Case #2 987456	\$ 2,589.33	17%
Case #3 456321	\$ 3,654.00	23%
Case #4 357753	\$8,256.10	52%
Case #5		
Case #6		
Case #7		
Case #8		
<b>Total:</b>	\$ 15,757.43	100%

2. Separately determine what amount of the lump sum/bonus is to be paid on each case by separately multiplying the total arrearage by the percentage of each case. ( EX: \$15,757.43 X .08. )

Case	Percentage	Amount per case
Case #1 123456	.08	\$1,260.59
Case #2 987456	.17	\$2,678.76
Case #3 456321	.23	\$3,624.21
Case #4 357753	.52	\$8,193.87
Case #5		
Case #6		
Case #7		
Case #8		
<b>Total:</b>	100%	\$15,757.42

3. Make sure your totals add up.