

	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>TITLE IV-D POLICY MANUAL</b>	
	<b>Chapter 14: Payment Processing</b>	<b>Effective Date: 02/14/2025</b>
	<b>Section 2: Paying Through the Indiana State Central Collection Unit (INSCCU), Clerk of Courts, or Third Parties</b>	<b>Version: 1.3</b> <b>Revision Date: 02/14/2025</b>

**BACKGROUND**

Prior to 2007, the Indiana Courts required obligors to pay all child support through the Clerk of Courts.<sup>1</sup>

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

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 INSCCU or the Clerk of Courts, unless the Court has reasonable grounds for approving another method of payment.<sup>4</sup>

All income withholding order payments are required to be paid through a centralized location.<sup>5</sup> 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).<sup>6</sup> 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 Courts or through a third-party vendor contracted with CSB. If a child support payment is paid by personal, business, or cashier’s check or money order in a Clerk of Courts’ office, the Clerk of Courts is to forward the

<sup>1</sup> IC 31-16-9-1(a)  
<sup>2</sup> IC 31-16-9-1(b); IC 31-16-9-1(c)  
<sup>3</sup> IC 31-16-9-1(c)  
<sup>4</sup> IC 31-16-9-1(b)  
<sup>5</sup> 42 U.S.C. § 654b(a)(1)  
<sup>6</sup> IC 31-16-15-16(b)

payment to INSCCU or, at the Clerk of Courts' discretion, return it to the payor. All non-cash payments are paid to INSCCU.<sup>7</sup>

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

If the payor submits a personal, business, or cashier's check or money order to the Clerk of Courts, the Clerk of Courts is to:

1. Direct the payor to make all future non-cash payments payable to "INSCCU" and mail to the address below; and
2. Forward that personal, business, or cashier's check or money order to INSCCU. At the Clerk of Courts' discretion, a payment may be returned to the payor with instructions to submit checks to INSCCU.

The address for the payor or Clerk of Courts to mail payments to INSCCU is:

INSCCU  
PO Box 6219  
Indianapolis, IN 46206-6219

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

## FORMS AND TOOLS

1. [INSCCU Employer Remittance Form](#)
2. [INSCCU Non-Custodial Party Remittance Form](#)
3. [INSCCU Direct Deposit Authorization State Form](#)
4. [INSCCU 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

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<sup>7</sup> IC 31-16-9-1(c)

Clerk of Courts should provide the payor with information on how to make payments through INSCCU. The Clerk of Courts is to forward any personal, business, or cashier's check or money order that the office does accept to 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 personal, business, or cashier's check or money order.

**RELATED INFORMATION**

1. INSCCU will accept the following types of payments:

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

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

2. All payments sent to 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) Obligee's name;
- (6) Statewide child support system case number;
- (7) Court cause number; and
- (8) Payment amount.

3. INSCCU uses different post office boxes for different payor or payment types. The table below is a quick reference of the correct address for each:

INSCCU – Employers, FIDM, INS, and NCPs	INSCCU – ASFES	INSCCU – Exceptions/ Correspondence/ Other State
PO Box 6219 Indianapolis, IN 46206-6219	PO Box 6271 Indianapolis, IN 46206-6271	PO Box 6098 Indianapolis, IN 46206-6098

The Title IV-D Prosecutor's Office or the Clerk of Courts may also direct the obligor to different retail locations that accept cash payments through third-party vendors contracted with CSB. Obligor's can also make credit/debit card payments online.

<b>REVISION HISTORY</b>
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<b>Version</b>	<b>Date</b>	<b>Description of Revision</b>
Version 1	06/19/2019	Final approved version
Version 1.1	10/18/2021	Updated for consistent formatting and language
Version 1.2	12/14/2022	Updated to provide guidance to Clerk of Courts on handling payments by check
Version 1.3	02/14/2025	Updated INSCCU addresses