

Small Business Child Support Quick Reference Guide

CHILD SUPPORT PAYMENTS

Small Business Child Support Payments can be made from a debit account. Templates are not allowed in SMB.

TO CREATE A CHILD SUPPORT PAYMENT:

1. From the menu, select **Employees**. The Employees widget appears.
2. On the Employees widget, click **Child Support Payment**.

All	Actions	Payee	Entered Date	Payment Date	Compensation Type	Amount	Status	Payment ID
<input type="checkbox"/>	View	Payee Name	02/00/0000 00:00:00	02/00/0000	Payroll	\$0.00	Released	MULTI
<input type="checkbox"/>	View	Payee Name	02/00/0000 00:00:00	02/00/0000	Child Support Payments	\$00.00	Released	000000000000
<input type="checkbox"/>	View	Payee Name	02/00/0000 00:00:00	02/00/0000	Payroll	\$00.00	Released	0000000000
<input type="checkbox"/>	View	Payee Name	02/00/0000 00:00:00	02/00/0000	Expense Reimbursement	\$00.00	Released	0000000000

3. In the New Child Support Payment window, use the drop-down to select an originator ID. **The ACH Company, Company ID/Name, and Batch Description** fields will be automatically filled in.
4. The **Value Date** field will reflect the nearest available payment date. To change the date, use the calendar icon to select a new one.

5. *(optional)* Add any comments you want. The comments are internal; they will not appear on the payment to the employee.
6. In the **Payee Information** section, select the appropriate agency. The remaining Payee fields will appear. *These fields will vary slightly depending on the state agency.*
7. Enter the payee's (the absent parent's) **first** and **last name**.


8. Enter the absent parent's **social security number**.
9. Enter the payment amount.
10. *(optional)* Check the **Zero Dollar Live Entry** checkbox if this payment is a zero-dollar live entry.
11. Enter the **case identifier** or **court order** number. Sometimes, this field will include the state name (for example, *Massachusetts Case No.*).
12. Use the **calendar icon** to select the pay date (the date when income is withheld).
13. *(optional)* If the agency requires the **FIPS code**, use the drop-down to select the appropriate code.
14. *(optional)* Use the **Employment Terminated** field to select the payee's employment status.
15. *(optional)* Use the **Medical Support Indicator** field to select whether the payer has medical coverage through an employer; the options are **Y**, **N**, and **W** (not applicable).

The screenshot shows a web application interface for entering payee information. The form is titled "Payee Information" and is located within a sidebar menu that includes "Home", "Payment Center", "Accounts", "Payee Center", and "Employees". The form fields are as follows:

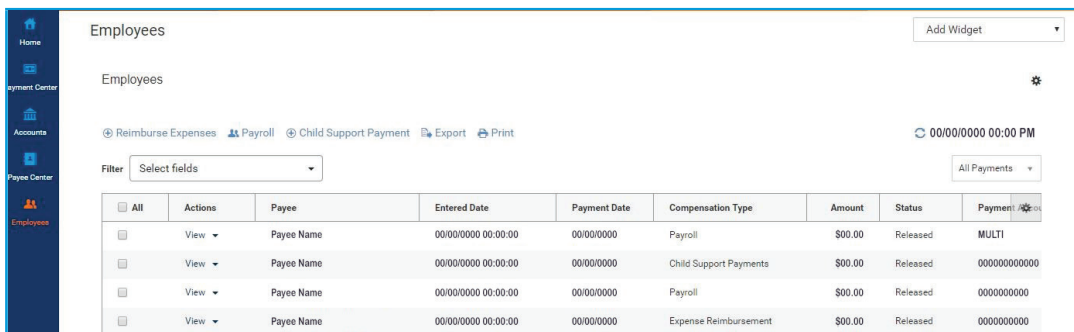
- Agency:** A dropdown menu for "State Name".
- Absent Parent First Name:** Text input field with "First Name" below it.
- Absent Parent Last Name:** Text input field with "Last Name" below it.
- Absent Parent SSN:** Text input field with "000000000" below it.
- Case Identifier:** Text input field with "XX000000" below it.
- FIPS Code:** A dropdown menu with "0000000-StateName" below it.
- Employment Terminated:** A dropdown menu.
- Medical Support Indicator:** A dropdown menu with "Y" selected and "X" as an option.
- Pay Date:** A date picker field with "00/00/0000" below it.
- Payment Amount:** A text input field with "000.00" and "USD" below it.
- Zero Dollar Live Entry:** A checkbox.
- Create Prenote:** A checkbox.
- Hold:** A checkbox.
- Payee Exclusion Dates:** A section with two checkboxes: "Don't include this Beneficiary before" and "Don't include this Beneficiary after", each with a date picker.
- Buttons:** "Add Another Payee" and "Clear Payee Info".

At the bottom of the form, there is a summary bar: "000.00 USD to 1 Payee on 00 Mon 0000". Below this are three buttons: "Submit", "Save for Later", and "Cancel".

16. *(optional)* Check the **Create Prenote** box if you want to create and send a prenote.

- 17. (optional) Check the **Hold** box if you want to place a hold on the transaction.
- 18. Use the **calendar icons** to select a start date and/or expiration date for the transaction. If you choose to enter an expiration date, the payment will not be sent to the payee after that date.
- 19. To exclude this payee from the batch before or after certain dates 
- 20. To add another beneficiary to the batch, click **Add Another Payee**
- 21. Click **Save for Later** to save the payment before submitting it or click **Submit**.

A payment will remain in Entered status in the Small Business Employees list until it is approved; it will need to be approved before it can be sent to the bank for processing.



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<input type="checkbox"/>	View	Payee Name	00/00/0000 00:00:00	00/00/0000	Payroll	\$00.00	Released	MULTI
<input type="checkbox"/>	View	Payee Name	00/00/0000 00:00:00	00/00/0000	Child Support Payments	\$00.00	Released	000000000000
<input type="checkbox"/>	View	Payee Name	00/00/0000 00:00:00	00/00/0000	Payroll	\$00.00	Released	0000000000
<input type="checkbox"/>	View	Payee Name	00/00/0000 00:00:00	00/00/0000	Expense Reimbursement	\$00.00	Released	0000000000