DCSE Case Number_____

Statement of Payments Received

***** It is important that you follow the instructions as you complete this document*****

Your failure to complete per the instructions and/or to return the document timely may prevent the initiation of action to collect any arrearage owed.

NOTICE: ALL INFORMATION PROVIDED ON THIS DOCUMENT IS SUBJECT TO INDEPENDENT VERIFICATION, WHICH MAY INCLUDE THE NONCUSTODIAL PARENT OR CUSTODIAL PARENT. THIS DOCUMENT MAY BE USED IN COURT PROCEEDINGS.

1) _____ _____

Noncustodial Parent Name Custodial Parent Name

2) _____ _____ _____

Child Name Child Name Child Name

3) I have ____ An Administrative Support Order for Child Support

____ A Court Order for Child Support

____ A Court Order for Child Support and Spousal Support/Alimony

Please enter your support order information below. If you have had more than one support order, list your most recent order first.

_____ _____

Date of Order Name of Court or Agency Issuing Order *(include City & State)*

_____ _____

Amount of Child Support/Frequency Amount of Spousal Support/Alimony *(if applicable)/Frequency*

_____ _____

Date of Order Name of Court or Agency Issuing Order *(include City & State)*

_____ _____

Amount of Child Support/Frequency Amount of Spousal Support/Alimony *(if applicable)/Frequency*

4) I ____ have _____ have not received TANF. If you have received TANF, please indicate where and when.

_____ _____

Agency Name and City & State(s) Time Period

5) Please check **all** the options that apply to you. If more than one option applies, you will need to complete the section for each option checked.

CUSTODIAL PARENT

____ I have never received any child support payments (Complete Section A only)

____ I have received child support payments from a child support agency or court (Complete Section B)

____ I have received child support payments from a private child support company (Complete Section C)

____ I have received child support payments directly from the noncustodial parent (Complete Section D)

NON-CUSTODIAL PARENT

____ I have never paid any child support payments (Complete Section A only)

____ I have made child support payments through a child support agency or court (Complete Section B)

____ I have made child support payments through a private child support company (Complete Section C)

____ I have made child support payments directly to the custodial parent (Complete Section D)

Section A:

If you have **never** received **or** paid any child and/or spousal support payments through any source, check the box below, read the certification, sign and return to DCSE.

____ I have not received **or** paid any child support payments and/or spousal support payments through a child support agency, a court, a private child support company. I have never received support directly from the non-custodial parent. I have never paid support directly to the custodial parent. **If you checked this box you do not need to complete any other section of this form, read the Certification below in this Section A, sign and return the form to DCSE.**

Certification:

I hereby certify under penalty of perjury, as set forth in Va. Code § 63.2-502, that all information that I provided in this document is true and correct to the best of my knowledge and belief.

_____ _____

SIGNATURE DATE

Section B:

If you have **ever** received **or** paid child support and/or spousal support payments through a child support agency or a court, you need to indicate the name(s) of the child support agency and/or court(s) through which you received or made payments. If more than 2 agencies and/or courts, list first the agency or court through which you most recently received or made payments. If you are still receiving or making payments through a court or agency, check the box below.

_____

Name and address of child support agency or court ____ I still receive payments from this agency/court

____I am making payments through this agency/court.

_____

Name and address of child support agency or court ____ I still receive payments from this agency/court

____ I am making payments through this agency/court.

Section C:

If you have **ever** received or made child support through a private child support company, you need to provide the name and address of that company in the space provided below. You also need to check any of the following options if they apply to you.

____ I have a copy of the contract I signed

____ I have a copy of a payment history from this company

____ I still have services or am under contract to this company

_____

Name and address of private child support company

If you have a copy of the contract and/or your payment history, you will need to provide this information to DCSE. DCSE may also contact you for additional documents and information. If you do not need to complete Section D, go to page 3, read the certification, and sign. If you need to complete Section D, please continue.

Section D:

If you are a **custodial parent** and have **ever** received any direct child support and/or spousal support payments directly from the noncustodial parent **or** you are a **non-custodial parent** and you have **ever** made child support and/or spousal payments direct to the custodial parent you **must** fill in this section. It is very important that you read the instructions below **before** you fill out this section. Complete the following tables to show the month and year that you received or made direct payments. Once you have completed the tables, read the certification and sign. **The failure to complete this form correctly could delay enforcement actions being taken in this matter.**

Instructions for the payment table: Start with the first month and year you were entitled to receive support or pay support and continue through to the current month and year. The tables should only contain direct payments from the noncustodial parent to the custodial parent. For any month that support was due and payment was not made, you should enter a dollar amount of zero.

Example: You have a court order for child support. In this example the noncustodial parent is to pay $300 per month in child support but no spousal support starting March 1, 2008

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Year 2008	Child Support	Spousal/ Alimony
Jan	N/A	N/A
Feb	N/A	
Mar	300.00	
Apr	300.00	
May	0.00	
Jun	150.00	
Jul	300.00	
Aug	275.00	
Sep	300.00	
Oct	300.00	
Nov	425.00	
Dec	500.00	

Year ____	Child Support	Spousal/ Alimony
Jan		
Feb		
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		

Year ____	Child Support	Spousal/ Alimony
Jan		
Feb		
Mar		
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May		
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Nov		
Dec		

Year ____	Child Support	Spousal/ Alimony
Jan		
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Dec		

Year ____	Child Support	Spousal/ Alimony
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Year ____	Child Support	Spousal/ Alimony
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Year ____	Child Support	Spousal/ Alimony
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Year ____	Child Support	Spousal/ Alimony
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Year ____	Child Support	Spousal/ Alimony
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Year ____	Child Support	Spousal/ Alimony
Jan		
Feb		
Mar		
Apr		
May		
Jun		
Jul		
Aug		
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Oct		
Nov		
Dec		

Certification:

I hereby certify under penalty of perjury, as set forth in Va. Code § 63.2-502, that all information that I provided in this document is true and correct to the best of my knowledge and belief.

_____ SIGNATURE

_____ DATE