

Did you know?

Employers play a key role in the collection of child support payments. More than 70 percent of all child support collections are obtained through payroll deductions.

Michigan Child Support Employer Job Aids

Employers and other partners play an important part of helping ensure children receive the support they deserve. We recognize your responsibilities can be challenging, and we are here to support you as much as possible.

Our Quick Reference Guide for Employers explains responsibilities, new hire reporting, verification of employment, national medical support, income withholding and lump-sum income.

You can find it at:

**[www.michigan.gov/
childsupport](http://www.michigan.gov/childsupport)**

MDHHS

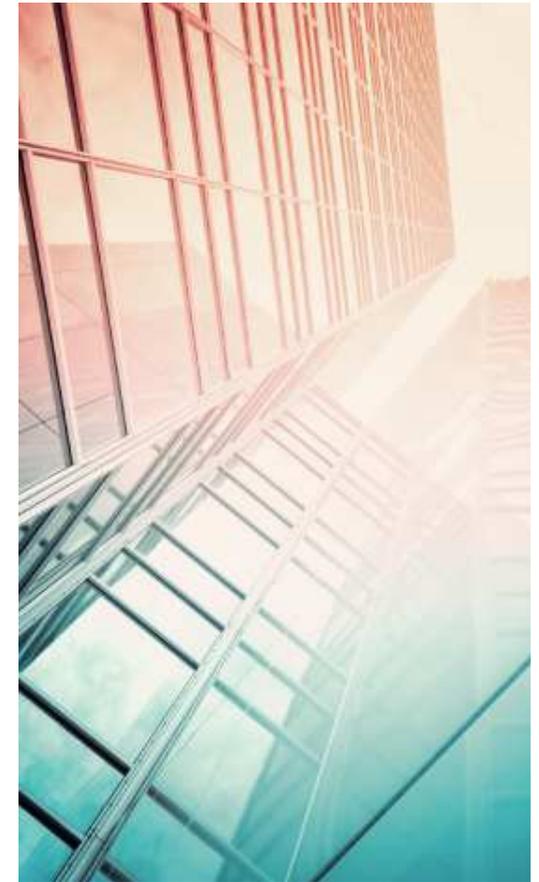
Lump-Sum Reporting

PO Box 30478

Lansing, MI 48909-7978

Lump Sum Bonus reporting

What you need to know...



Before paying out a lump sum to the employee, contact **OCS Central Operations** by:

- Phone: 866-540-0008 (when prompted, say 'Employer Bonus')

Please note: Voicemail hours of availability are Monday - Friday (excluding State & Federal holidays) from **7:00 AM-4:30 PM (EST)**

- Email:

MDHHS-OCS-EmployerBonus@michigan.gov

- Fax: 517-335-3030
- Mail:

MDHHS

OCS Central Operations

Lump-Sum Reporting

PO Box 3744

Lansing, MI 48909-8244

or

If you are currently participating in the eIWO process, you can electronically report lump sums.

For questions about how to initiate the eIWO process, email:

eiwomail@acf.hhs.gov

What do we need from you?

We ask that verbal inquiries are made for 5 or fewer employees only. For more than 5 employees we prefer that you send us an email or fax. Include an Excel spreadsheet listing the following:

- your employees by first & last name
- Full SSN
- IV-D case number
- Docket number

or any combination of at least two of these elements.

In the body of your request, specify the latest date and time you need the information returned to you so that you meet your payroll deadline.

How do we respond?

Unless a shorter timeline is requested, we will respond to an email request within two (2) business days with two emails. One will include a zipped file attachment of a report including employees who qualify for Bonus withholding. A second email will contain the password to open the zipped file.

If you request a faxed response we will fax your original list and our report to you to the number you provide us.

There may be occasions when we will ask you if a response can be delayed until a specific date after the first of the following month. This gives us an opportunity to provide real, up-to-date balances for arrears reporting on cases. If you cannot accommodate this type of request for delay simply let us know and we will process your request within two (2) business days as expected.



If you have any questions, give us a call. We're here to help.

We appreciate your partnership as we work together to support Michigan families.

