



The Commonwealth of Massachusetts
Department of Revenue
Child Support Enforcement Division

DOR's address goes on these lines:

address
address
address

(date of notice will be here)

your name will be here
your address will be here
your address will be here
your address will be here

PIN: (your PIN will be here)

**FAILURE TO PAY YOUR CHILD SUPPORT MAY RESULT IN SUSPENSION OF YOUR
DRIVER'S, BUSINESS, PROFESSIONAL, AND TRADE LICENSES.**

Dear (your name)

According to the records of the Child Support Enforcement Division of the Massachusetts Department of Revenue (DOR), your total unpaid child support balance is \$ (dollar amount) which includes interest and penalties. We have not received consistent child support payments from you or your employer. As you know, you are required to comply with your court order for child support and make timely and consistent payments as well as make payments toward your past-due support debt. The amount that you must pay towards current and past-due support is listed on the next page of this letter. Your failure to pay your child support may result in suspension of your driver's, business, professional, trade licenses and registration of any motor vehicles registered in your name. In addition, DOR may release your name, the licenses suspended, and the amount of your child support debt to the public.

DOR will not seek to have your licenses suspended, if you take one of the following steps:

1. Pay \$(dollar amount) in full and make consistent payments according to the terms in your court order;
2. Pay your current child support obligation in full and an additional 25 percent towards your past-due support balance on a consistent and timely basis; or
3. Contact DOR at (telephone number) to make a payment agreement.

If you owe child support on more than one case, you must pay the current support due on all your cases in full and an additional 25 percent towards the past-due support balance for each obligation.

If you pay the past due child support balance in full, DOR can waive any interest and penalties that are owed to the Commonwealth. DOR will not waive any interest that you owe to the custodial parent. If you would like to arrange to make full payment of the past-due support balance in a lump sum and have DOR waive the interest and penalties owed to the Commonwealth, please call (telephone number) Thank you.

Sincerely,

(Signature of somebody at DOR)

ACCOUNT SUMMARY

ARREARS OWED AS OF: (date)
Custodial Parent
Court
Order Amount Frequency Additional Amount to Arrears Past Due Support Amount

<u>Order Amount</u>	<u>Frequency</u>	<u>Additional Amount to Arrears</u>	<u>Past Due Support Amount</u>
<p>Example</p>			

To make a payment, please complete the payment coupon below and send it with your child support payment to:

Address to send your child support payment to will be here:

1. Make your check or money order payable to the Commonwealth of Massachusetts.
2. Print your Social Security number on the check or money order so you will receive proper credit.
3. Do not send cash. Do not send child support payments directly to the parent receiving child support.

PAYMENT COUPON License Project	
Name: (Your name)	SSN: 123-45-6789
Amount of Payment: \$ _____	<input type="checkbox"/> Check this box for new address
Address: _____	Phone (home): *() _____
_____	Phone (work): *() _____
* Include area codes for work and home phone numbers	
_____	_____
<i>Signature</i>	<i>Date</i>

If you dispute DOR's action to suspend your license:

Within 30 days of the date of this notice, you may request an administrative hearing to show cause for your failure to comply with the child support order. You are eligible for a hearing only if you can provide documents to establish one of the following, which are the only defenses recognized by the law (G.L. c. 119A, §16):

You are not the individual owing the arrearage. When claiming that you are not the individual owing the arrearage, please provide 2 forms of identification (e.g., a copy of your birth certificate, Social Security card, driver's license); at least one form of identification must be issued by a governmental entity (e.g., driver's license and passport).

No child support arrearage exists. Documentation necessary to establish that no arrearage exists includes a court order establishing the arrears balance at zero, copies of direct payments or canceled checks, or an affidavit from your employer verifying that payments were remitted on your behalf.

You are complying with the terms of the child support order. If you have been complying with the terms of your child support order, please provide copies of canceled checks, pay stubs, an affidavit from your employer verifying that they have remitted payments on your behalf, affidavit from custodial parent verifying that you made payments, or other proof of payment.

Additionally, you must call us if:

- you have custody of the children for whom you were ordered to pay support;
- you currently receive public assistance; or
- you currently receive Supplemental Security Income (SSI) and have no other source of income.

If you are incarcerated, you must provide us with the information requested below and return a copy of this letter to: DOR/CSE, License Suspension Unit, P.O. Box 9561, 100 Cambridge St., Boston, MA 02114-9561. Once we verify the information you provide, we will send you specific instructions about what you must do to address your current child support obligation and avoid suspension of your driver's, business, professional or trade license or motor vehicle registration.

Inmate Name

Inmate #

Name of correctional facility

Address of correctional facility

Estimated release date

Do not contact the Registry of Motor Vehicles or the licensing board responsible for issuing your professional license. DOR alone is responsible for the determination to suspend your license for failure to pay child support.