

Payment Coupon

You may use this coupon to pay your support if your employer is not withholding support payments, if you are unemployed or just starting a new job, or to pay towards past-due support.

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- **Do not give this coupon to your employer.** Employers receive special coupons.
- **Do not use this coupon to pay your Receipt and Disbursement (R&D) fees.** Use the R&D Fee coupon to pay your yearly R&D fee and overdue R&D fees from prior years.
- **Do not use this coupon to pay any liens.** Contact your [child support agency](#) for assistance.

If you have questions about how to use a coupon, please call the Wisconsin Support Collections Trust Fund (WI SCTF), Monday through Friday, 8:00 a.m. – 5:00 p.m. (central time), at:

(800) 991-5530

(877) 209-5209 TTY

Where do my payments go? All payments received during the month will be applied in the following order:

1. **First:** To pay all court-ordered current support or alimony due in that month on all your court orders.
2. **Second:** To pay any other court-ordered periodic payments on past-due amounts (for example, a court order for \$50/month on past-due support).
3. **Third:** To pay balances on past-due support or alimony amounts.
4. **Finally:** To pay interest and fees.

Important

- **Include your KIDS PIN** (or social security number/individual tax identification number) on your check or money order. **Do not** send cash or correspondence.
- **Mail coupon along with check or money order to:**
WI SCTF
Box 74200
Milwaukee, WI 53274-0200

Providing your social security number/individual tax identification number is voluntary. You may enter your KIDS PIN below. Your “KIDS PIN” is the child support PIN number assigned to **you, not your children or other participants**. It is written on your Monthly Statements and on most notices sent by your child support agency. You may also contact your [child support agency](#) for your KIDS PIN.

Thank you!

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Payment Coupon

Your Name _____

**Your Social Security Number/
Individual Tax Identification Number** _____

OR

Your KIDS PIN _____

Amount Enclosed \$ _____