

Employer Payment Identification Instructions

Do not use this form if you participate in the electronic funds transfer program.

The Division of Child Support (DCS) needs specific information for each employee covered by your payment. The information helps DCS process payments. Please provide the following information for each employee covered by your payment (*you may use the form at the bottom of this page*):

1. Employee's full name.
2. Employee's remittance ID: social security number (SSN) or account number (IN).
3. Employee's pay date.
4. Total amount withheld from the employee's pay and sent to the Washington State Support Registry.

If you have any questions about payments, call DCS at 800-628-3795 or visit our web site at:
<https://www.dshs.wa.gov/esa/division-child-support/payments>

If you want information about making payments by electronic funds transfer, call 360-664-5103 (within the Olympia calling area) or 800-468-7422 (outside the Olympia calling area).

Mail all payments to: WASHINGTON STATE SUPPORT REGISTRY
PO BOX 45868
OLYMPIA WA 98504-5868

Employer Payment Identifier

(You may duplicate this form for additional employees and future payments.)

YOUR BUSINESS NAME:	
YOUR BUSINESS TELEPHONE # (include area code): ()	
EMPLOYEE FULL NAME:	DATE EMPLOYEE PAID:
EMPLOYEE SSN OR ACCOUNT #:	AMOUNT WITHHELD: \$
EMPLOYEE FULL NAME:	DATE EMPLOYEE PAID:
EMPLOYEE SSN OR ACCOUNT #:	AMOUNT WITHHELD: \$
EMPLOYEE FULL NAME:	DATE EMPLOYEE PAID:
EMPLOYEE SSN OR ACCOUNT #:	AMOUNT WITHHELD: \$
EMPLOYEE FULL NAME:	DATE EMPLOYEE PAID:
EMPLOYEE SSN OR ACCOUNT #:	AMOUNT WITHHELD: \$
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EMPLOYEE SSN OR ACCOUNT #:	AMOUNT WITHHELD: \$