

**INSTRUCTIONS FOR MAKING SUPPORT PAYMENTS THROUGH
THE CLEARINGHOUSE**

In IV-D CASES

Until the Income Withholding Order becomes effective with an employer and monies are actually deducted from the paycheck and directed to the Clearinghouse, it shall be the responsibility of the parent obligated to pay support to personally pay the support through the Clearinghouse as ordered by the Court. The payer should coordinate with the payroll office as to when deductions will start.

The Clearinghouse is not responsible for returning overpayments.

Support payments and support payment handling fees made personally must be paid as follows:

1. **Make all checks payable to: Clearinghouse**
2. **Mail only payments** (not correspondence) to: **Clearinghouse
P.O. Box 52107
Phoenix, AZ 85072-2107**
3. **All checks must show the ATLAS case number and the payer's name** to ensure positive identification and receive proper credit. Your ATLAS number may be on your order or you may call (602) **506-3762** to obtain the ATLAS number. Checks lacking required information as indicated must be researched. This could result in disbursement being delayed.
4. In addition to the court ordered amount, **\$5.00** shall be paid monthly to cover the cost and handling of support payments (ARS §25-510).
5. **Any change of employer or residential/ mailing address must be submitted to the Clerk of Superior Court or Clearinghouse in writing within 10 days at the addresses provided below.** Failure to notify the Clerk or Clearinghouse of these changes may be considered contempt of court (ARS §25-322). Send changes to:

Employer Change: Clearinghouse c/o DCSE P.O. Box 40458 Phoenix, AZ 85067 or FAX (602) 253-4206	Address Change: Clerk of Superior Court Distribution Center 201 W. Jefferson Phoenix, AZ 85003 or FAX (602) 506-6690
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6. **Any correspondence regarding your Income Withholding Order or related to your support payments should be directed to the address below.**
Clerk of Superior Court
Support Services
201 W. Jefferson
Phoenix, AZ 85003
or FAX (602) 506-1937
7. **Payments may be considered a GIFT and may accrue support arrearages if payments are made directly to the person receiving support when the order requires payment through the Clearinghouse.**
8. Forms for voluntary payroll deduction of child support and/or spousal maintenance by Income Withholding Order or to *stop* an active Income Withholding Order when the obligation is no longer owing, are available from the Self-Service Center online at: www.superiorcourt.maricopa.gov/ssc, or at any of the following Superior Court locations:
 - 101 W. Jefferson St., 1st Fl, Phoenix
 - 18380 N 40th St, Phoenix (40th Street & Union Hills)
 - 222 E. Javelina Drive, 1st Floor, Mesa
 - 14264 W. Tierra Buena Lane, Surprise