

## PAYMENT INSTRUCTIONS FOR SUPPORT CASES

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All support payments are centrally collected by the PA Statewide Collection & Disbursement Unit (PA SCDU). The Washington County Domestic Relations Section does not collect and disburse support payments.

**If your wages will be wage attached by your employer to pay your support obligation** - your employer will be responsible for deducting and sending your support payments directly to PA SCDU. **Until you see deductions from your paycheck, you MUST pay your full support amount directly to PA SCDU, using any of the following methods. If your full support amount is not remitted within 31 days after your order is entered, you will be subject to any of the following enforcement remedies:**

- Contempt proceedings • An increased payment on delinquent arrears • Credit Bureau reporting
- A lien on any real property you own • Seizure of money from your bank account
- Intercept of federal/state tax refunds • Suspension of your driver's, recreational and/or professional license

**TO AVOID OCCURRENCE OF ANY OF THE ABOVE, YOU MUST PAY YOUR FULL MONTHLY SUPPORT AMOUNT WITHIN 30 DAYS FROM THE DATE OF YOUR ORDER.**

**If your wages are not going to be attached to pay your support** - you will receive a billing statement and coupons to use each month. You must pay the amount listed on the coupon as it may include the agreed upon arrears payment when a balance exists. You should use the temporary coupons attached to make your first payment as soon as possible, to avoid the enforcement remedies above. You will need to decide how you will pay your support, using any of the below options.

**Check and money order payments** – all checks and money orders MUST include your name, PACSES Member Number, and Social Security Number on the check or money order, and be accompanied by a payment coupon (temporary coupons are attached). If you do not include this identifying information, your payment may not get credited to your case. **All payments must be made payable to PA SCDU and mailed to: PA SCDU, P.O. Box 69110, Harrisburg, PA 17106-9110.**

**Washington County Domestic Relations nCourt Payments** – The Washington County DRS accepts Discover, Visa, MasterCard, and American Express over the phone and online. **Phone Payments:** You will need to contact nCourt toll free at **1-844-400-6735**. The transaction fee is 3% of the payment. **Online Payments:** Log on to [www.Washingtoncosupportpay.com](http://www.Washingtoncosupportpay.com) and follow the instructions on the web site. You must have the obligor's first and last name, complete mailing address, PACSES member number, and Social Security Number to submit a payment. The transaction fee is 3% of the payment.

**PA SCDU Credit Card Payments** – PA SCDU accepts Visa or MasterCard over the phone and online. **PHONE PAYMENTS:** You will need to contact the **PA SCDU Credit Card Payment Processing System**, toll free at **1-800-955-2305**. Your Social Security Number and your PIN number are required to make a payment. If you do not have a PIN number, you can create one at the time of your first credit card payment. You must maintain this PIN number for any future credit card payments. There is a transaction fee of \$20.00 for phone payments. **ONLINE PAYMENTS:** You must log on to [www.e-childspay.com](http://www.e-childspay.com) and follow the instructions on the web site. The transaction fee for an online payment is \$14.75 for payments up to \$500, 2.95% for payments over \$500.

**Regular automatic withdrawal (RAW)** – you may make your support payments by automatic monthly withdrawal from your bank account. You will need to register at [www.expertPay.com](http://www.expertPay.com) or if you do not have internet access contact **PA SCDU Customer Service Center at 1-877-727-7238** and an informational packet will be sent to you to complete and return to PA SCDU. Once approved by your bank, payments will be withdrawn from your account on the date and in the amount requested. To avoid any enforcement action before the RAW is in place, you should make direct payments to PA SCDU using the temporary payment coupons below.

**Pay by phone (PBP)** – This is similar to the RAW account set up above, except that you must contact PA SCDU **each time** you wish to have a payment withdrawn from your bank account. It is not an automated monthly withdrawal. You will need to register at [www.ExpertPay.com](http://www.ExpertPay.com) or if you do not have internet access contact **PA SCDU Customer Service Center at 1-877-727-7238** for more information.

**MoneyGram** – Cash payments can be made at any MoneyGram location for a fee of \$3.99. Notable locations include CVS, Walmart, and Dollar General. Debit and credit card payments can also be made at [www.moneygram.com/PayBills](http://www.moneygram.com/PayBills) or by telephone **1-800-926-9400**. MoneyGram charges fees according to payment amount for debit and credit card payments. To make a payment, the following information is required: the obligor's name, address, phone number, PACSES member number and the Pennsylvania Receive Code 14677.

**COMPLETE ONE OF THE BELOW COUPONS AND MAIL TO PA SCDU WITH YOUR PAYMENT. YOUR NAME, MEMBER NUMBER AND SOCIAL SECURITY NUMBER MUST BE WRITTEN ON YOUR CHECK OR MONEY ORDER. YOUR SUPPORT PAYMENT MUST BE SUBMITTED IN THIS MANNER UNLESS MONEY IS BEING DEDUCTED FROM YOUR WAGES. IF YOU DO NOT KNOW YOUR MEMBER NUMBER, PLEASE CALL 724-228-6756. DO NOT MAIL CASH**

**Pennsylvania State Collection and Disbursement Unit (PA SCDU)  
Temporary Payment Coupon**

**Member Name:** \_\_\_\_\_  
(Please include complete first and last name)

**Member Number:** \_\_\_\_\_ **Member Social Security #:** \_\_\_\_\_  
(10 digit number, no spaces or dashes) (9 digit number)

**Payment Number:** \_\_\_\_\_ **Payment Amount:** \_\_\_\_\_  
(Enter check or money order number from payment submitted with this coupon)

**Please write your name, member number, and Social Security Number on each payment.**

Mail Payments to: Pennsylvania SCDU  
P.O. Box 69110  
Harrisburg, PA 17106-9110

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