

PAYMENT INSTRUCTIONS FOR SUPPORT CASES

All support payments are centrally collected by the PA Statewide Collection & Disbursement Unit (PA SCDU)

The Washington County Domestic Relations Section does NOT collect or 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 is not remitted within 31 days after your order is entered, you will be subject to any of the following enforcement remedies:**

- Contempt proceedings
- Credit Bureau reporting
- Intercept of federal/state tax refunds
- Increased payment on delinquent arrears
- A lien on any real property you own
- Seizure of money from your bank account
- 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 any of the above enforcement remedies.

You will need to decide how you will pay your support, using any of the options listed below and on the back of this sheet.

Payment options with **NO** vendor fees

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.** Customer Service: 1-877-727-7238

Expert Pay using your bank account- You will need to register and set up an account at www.expertPay.com. Click the "Register Now" button to register and/or make a payment. Users may establish a one time or recurring payment(s) from their bank account. If no access to the internet call 1-866-645-6347. Customer Service Number 1-800-403-0879

Payment options WITH vendor fees

Washington County Domestic Relations nCOURT Payments – accepts American Express, Discover, MasterCard and Visa, over the phone and online. **Phone payments:** Contact nCOURT toll free at 1-844-400-6735. The phone transaction fee is 7% of the payment. **Online Payments:** Log on to 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 online transaction fee is 5% of the payment.

Pay by Phone (PA SCDU IVR)- accepts Discover, MasterCard, Visa or . Call the PA SCDU Credit Card Payment Processing System toll free at 1-800-955-2305. If you do not have a PIN number, you can create one at the time of our first credit card payment. There is a transaction fee of 2.5% fee for \$0-\$800 payments and a \$20.00 fee for \$800.01 or greater payments.

Expert Pay using a debit or credit card- accepts Discover, MasterCard and Visa . You must register and set up an account at www.expertpay.com Click the "Register Now" button to register and make a payment. No payment can be made until registration is complete. Users may establish a one time or recurring payment(s) with their Debit/Credit card. There is a transaction fee of 2.50% for \$0-\$800 payments and a \$20.00 fee for \$800.01 or greater payments. If no access to the internet call 1-866-645-6347.

MoneyGram Cash or Pinned Debit card payments – walk up payments can be made at any MoneyGram location for a fee of \$3.99. Notable locations include CVS, Walmart. **You will need to enter the PA SCDU RECEIVE CODE: 14677** MoneyGram customer service number is 1-800-666-3947

MoneyGram Debit and Credit card payments- online payments can be made at www.moneygram.com/paybills PA SCDU receive code is 14677, or by telephone at 1-800-926-9400. MoneyGram charges a \$7.99 fee for \$0-\$300 payments and a \$10.99 fee for \$300.01-\$500.00 payment. Your credit card company may charge a cash advance fee and interest charge

Touchpay Online Payment Portal- accepts American Express, Discover, MasterCard and Visa, debit and credit cards. Defendant/payors need to register or log on to make a payment at <https://www.tpchildsupport.com> Payment can be made 24/7/365 using a computer, tablet or smartphone. A transaction fee of 2.95% will be charged on total payment amount. Touchpay Customer Support: 1-800-720-6817

USE THE COUPONS BELOW TO MAIL YOUR PAYMENT TO PA SCDU. YOUR NAME, MEMBER NUMBER AND SOCIAL SECURITY NUMBER MUST BE WRITTEN ON YOUR CHECK OR MONEY ORDER. YOUR SUPPORT PAYMENT MUST BE SUBMITTED DIRECTLY TO PA SCDU UNLESS MONEY IS BEING DEDUCTED FROM YOUR WAGES. IF YOU DO NOT KNOW YOUR MEMBER NUMBER, 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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