

## Payment Coupon

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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.

- **Do not give this coupon to your employer.** Employers receive special coupons.
- **Do not use this coupon to pay your R&D (Receipt and Disbursement) 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, Monday through Friday, 8:00 a.m. – 5:00 p.m. (central time), at:

(414) 615-2400 Metro Milwaukee area  
(800) 991-5530 outside the Metro Milwaukee area  
(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 **your** child support PIN number. 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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Your Name \_\_\_\_\_

Your Social Security Number/  
Individual Tax Identification Number \_\_\_\_\_

OR

Your KIDS PIN \_\_\_\_\_

Designated Court Case Number (Optional) \_\_\_\_\_

Amount Enclosed

\$ \_\_\_\_\_