

PAYMENT INSTRUCTIONS FOR SUPPORT CASES

Support payments are collected by the PA Statewide Collection & Disbursement Unit (PA SCDU). Allegheny County Family Division does not collect or disburse support payments.

If your wages are attached by your employer to pay your support obligation, your employer will deduct the appropriate amount from your paycheck and submit your support payments directly to PA SCDU. Until you see deductions from your paycheck, you **MUST** pay/submit your full support payment amount to PA SCDU using one of the methods listed in the instructions below. Failure to remit support payment(s) within 30 days following the date of your court order may result in the following enforcement remedies:

- Initiation of a contempt proceeding;
- Increased wage attachment until all arrears are paid in full;
- A lien on real property owned by you;
- Seizure of monies from your bank account;
- Credit Bureau reporting that may affect your credit rating; and
- Suspension of your Driver's License.

FULL MONTHLY SUPPORT PAYMENTS MUST BE MADE WITHIN 30 DAYS OF THE DATE OF YOUR COURT ORDER TO AVOID ANY ENFORCEMENT ACTION.

If your wages are **not** going to be attached to pay your support, you will receive a billing statement and payment coupons from the court, via U.S. mail. You must pay the amount indicated on the coupon. "Temporary" coupons are included below for making support payments pending your receipt of the billing statement and payment coupons from the court.

Support payments may be submitted using one of the following methods.

Check or money order. Your name, PACSES Member Number, and Social Security Number must be included on your check or money order and submitted to PA SCDU with a payment coupon. If you do not include this identifying information, your payment may not be credited appropriately to your case. Payments should be made payable to "PA SCDU" and mailed to PA SCDU, P.O. Box 69110, Harrisburg, PA 17106-9110.

Allegheny County Court of Common Pleas Credit Card Payments – Discover, Visa, MasterCard, and American Express payments are accepted for making support payments. Please contact nCourt, toll free, at 1-800-701-8560, **OR** log on to www.AlleghenyCoChildSupport.com and follow the instructions. You must have the obligor's first and last name, mailing address, PACSES Member Number, and Social Security Number to submit a payment. The minimum fee is \$4.99 or three percent of the payment being made over \$166.

PA SCDU Credit Card Payments. Visa and MasterCard are accepted by PA SCDU for making support payments. Please 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 2.95 percent (up to a \$60 maximum fee charge) for this method of payment. Log on to www.e-childspay.com to make an online payment. You will be prompted to register for this program and provided with instructions. There is a transaction fee of 2.95 percent (up to \$60 a maximum fee charge) for this method of payment.

Regular Automatic Withdraw (RAW) - You may make support payments by scheduling automatic monthly disbursements from your bank account by registering at www.expertPA.com. If you do not have internet access, contact the PA SCDU Customer Service Center at 1-877-727-7238, and an informational packet will be mailed to you for completion. Upon registration for this method of payment and approval by your bank, support payments will be withdrawn from your bank account on the date and in the amount requested. Note: To avoid enforcement action prior to activation of RAW, you must make direct payments to PA SCDU using the "temporary" payment coupons attached.

Pay by Phone (PBP) – Using this method of payment, contact PA SCDU each time you wish to have a support payment withdrawn from your bank account. This is not an automatic monthly withdraw. You may register for this method of payment by logging into www.expertPay.com OR by contacting the PA SCDU Customer Service Center at 1-877-727-7238 for more information.

MoneyGram – Cash payments for support obligations may be made at any MoneyGram location for a fee of \$3.99. MoneyGram locations include, but are not limited to, CVS, Walmart, and Dollar General. Debit and credit card payments can also be made at www.moneygram.com/PayBills OR by telephone at 1-800-926-9400. Transaction fees for this method of payment are based on the amount of the payment. PA Receive Code 14677 along with name, address, telephone number, and PACSES Member Number are required to make a payment using MoneyGram.

The temporary coupons below should be used when mailing support payments to PA SCDU. Your name, PACSES Member Number, and Social Security Number must be written on the coupon **AND** on your check or money order. If you do not include this identifying information, your payment may not be credited appropriately to your case. If you do not know your PACSES Member Number, please call 412-350-5600.

DO NOT MAIL CASH.

Pennsylvania State Collection and Disbursement Unit (PA SCDU) Temporary Payment Coupon	
Member Name: _____ (Please include complete first and last name.)	
PACSES Member Number: _____ (10 digit number, no spaces or dashes)	Member Social Security #: _____ (9 digit number)
Payment Number: _____ (Enter check or money order number from payment submitted with this coupon.) Please write your name, PACSES Member Number, and Social Security Number on your check or money order.	Payment Amount: _____
	MAIL PAYMENTS TO: Pennsylvania SCDU P.O. Box 69110 Harrisburg, PA 17106-9110

Pennsylvania State Collection and Disbursement Unit (PA SCDU) Temporary Payment Coupon	
Member Name: _____ (Please include complete first and last name.)	
PACSES Member Number: _____ (10 digit number, no spaces or dashes)	Member Social Security #: _____ (9 digit number)
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