

Sending payments by Electronic Funds Transfer (EFT)

If your business is registered in Oregon, you are required to submit child support payments in most circumstances by EFT.

How do I send payments by EFT?

- Secure employer online payment system through the Oregon Employer Services Portal
- Payroll software package or a payroll service provider that supports sending child support payments by EFT
- ACH Credit – Contact your financial institution's Banking Relationship Manager or Treasury Management Specialist to determine if child support payments can be sent on your behalf

The Oregon Employer Services Portal

An online, secure and easy to use self-service system designed with you in mind. Approved users have the ability to:

- Update company information
- Report new hires, rehires, and terminations
- Receive and respond to income withholding orders
- Receive and respond to National Medical Support Notices
- Initiate child support payments
- Respond to verification of employment requests

Need help?

Employer Services

Toll-free: (866) 907-2857

Salem: (503) 378-2868

Fax: (503) 986-6266

oregonchildsupport.gov/employers

Mail your new hire CDs or diskettes to:

Department of Justice

Oregon Child Support Program

Employer Services

4600 25th Ave NE, Suite 180

Salem OR 97301

New hire questions?

emplnewhire.help@doj.state.or.us

Income withholding or medical support questions?

ead.staff@doj.state.or.us

Electronic funds transfer (EFT) questions?

efthelp@doj.state.or.us

Oregon Employer Services Portal questions?

oesp@doj.state.or.us



Oregon Department of Justice

Oregon Child Support Program

Supporting Parents to Support Children

CSF BR 0640 (Rev. 01/13)

EMPLOYERS: YOUR RESPONSIBILITIES FOR CHILD SUPPORT



Oregon Department of Justice

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EMPLOYER SERVICES

Reporting new or rehired employees

Federal and state laws require you to report your new or rehired employees to your state's child support agency. You must submit the information within **20 days** of the hire date.

What is a new or rehired employee?

A new hire or rehired employee is an employee who is required to fill out a W-4 form, or an employee who has returned after being out for more than 60 days.

What do I need to report?

- Employer name
- Employer address
- Employer Federal Identification Number (FEIN)
- Employer contact name and telephone number
- Employee name
- Employee address
- Employee Social Security number
- Employee's first work date

How do I report new or rehired employees?

- Secure online reporting system through the Oregon Employer Services Portal
- Diskette or CD
- Oregon New Hire Reporting paper form
- Printed list with information noted above
- Copy of W-4 form, including employer information

Please be sure any information you provide is clearly legible.

Withholding for child support

Federal and state laws require income withholding for child support. You may be held liable for any amount not withheld. Other civil penalties may apply.

Wage withholding is as simple as 1-2-3!

Just give us:

- (1) the name of the employee
- (2) either the employee's Social Security number or one of the employee's child support case numbers
- (3) the total amount of the employee's child support payment for the pay period

We will do the rest!

What is an Order to Withhold Income?

An order or notice to withhold income is a legal notice that requires you to withhold some of your employee's paycheck to pay the employee's child, spousal, or medical support obligation.

When should I send a payment?

Oregon law requires you to send payment within **7 business days** from the date the money is withheld from the employee's pay.

What is the withholding limit in Oregon?

- 50% of the net disposable income (gross pay minus mandatory deductions required by law). This includes both support payments and health care coverage costs.
- In rare instances, you may be asked to withhold greater than 50% of an employee's income.

If you are an Oregon employer, you may be required to withhold up to 50% from a lump-sum payment or benefit, such as:

- Commissions
- Severance pay
- Cash settlements
- Lump-sum bonus
- Lump-sum retirement plan disbursements

Enrolling children in health care coverage

Federal law requires children to be enrolled in health care coverage if it is part of a child support order when it is available through an employer or available through a union.

What is a National Medical Support Notice?

A National Medical Support Notice is a qualified medical support order that requires you to enroll your employee's child in employer-sponsored health care coverage if appropriate.

What are the withholding limits for child support and medical costs?

In Oregon, the most you can withhold for both support payments and health care coverage costs combined is 50% of the net disposable income after mandatory deductions.

When do I need to respond to the National Medical Support Notice?

- **20 business days** from the issue date of the notice to respond to Part A, *or*
- Send Part B to the Plan Administrator (the person or entity responsible for enrollment of the participants). The Plan Administrator has **40 business days** from the issue date of the notice to respond to the issuing child support agency.

What if the health care coverage is offered through a union?

Send the Plan Administrator copy (Part B) to the union's third party administrator within 20 business days of the issue date on the notice.