TN Department of **Human Services**

(1) DATE: _____

Please check one*
(2)
☐ Original Order
☐ Modified Order
☐ Terminated Order/Termination of IWO issued
☐ Updated Information

(3) **Please check one***
☐ Worksheet for State Case Registry purpose only
☐ Payments ordered through SDU (formerly CCSRU)

COMPLETE AND FAX WORKSHEET ONLY TO: (615) 524-3102

NON-IV-D DEMOGRAPHIC INFORMATON AND UPDATE WORKSHEET
(PLEASE PRINT LEGIBLY)

(4) **DOCKET ID** * _____   (6) **ORDER DATE** * _____
(5) **COURT CODE** * _____   (7) **FAMILY VIOLENCE CODE** * YES ☐ OR NO ☐

(8) **OBLIGEE'S INFORMATON (party to receive payments):**

LAST NAME * _____   **FIRST NAME** *_____   **MIDDLE**_____

SEX _____ **SSN** *_____ - _____ - _____   **DATE OF BIRTH** *_____   **RELATIONSHIP TO CHILD** *_____

MAILING ADDRESS * _____

CITY *_____   **STATE** *_____   **ZIP** * _____   **TELEPHONE#** _____

(9) **OBLIGOR'S INFORMATION (party to make payments):**

LAST NAME * _____   **FIRST NAME** *_____   **MIDDLE** _____

SEX _____ **SSN** * _____   **DATE OF BIRTH** *_____   **RELATIONSHIP TO CHILD** *_____

MAILING ADDRESS _____

CITY *_____   **STATE** *_____   **ZIP** *_____   **TELEPHONE#** _____

EMPLOYER _____

EMPLOYER ADDRESS _____

CITY NAME _____   **STATE** _____   **ZIP** _____   **COUNTRY** _____

(10) **DEPENDENT INFORMATION:**

CHILD#1: LAST NAME *_____   **FIRST NAME** *_____   **MIDDLE** _____

SEX _____   **SSN** *_____   **DATE OF BIRTH** * _____

CHILD#2: LAST NAME *_____   **FIRST NAME** *_____   **MIDDLE** _____

SEX _____ **SSN** *_____   **DATE OF BIRTH** * _____

(11) ***COURT CLERK'S FAX NUMBER (required when TCSES # is needed):** _____

(12) **TCSES CASE NUMBER**: _____

*FIELDS REQUIRED

NOTES:
- Additional dependents can be entered on a separate page and faxed. Docket numbers and court code must be re-entered for additional dependents. Parties' information need not be re-entered.
- TCSES Case Number needs to be included on IWO for payments to apply.

1. Enter the current date.

2. Select the appropriate order type:
   a. Original order - No prior order addressing child support
   b. Modified Order - Order modifies the child support language from a prior order
   c. Terminated Order/Termination of IWO issued – Order terminated current support with no arrears and, if IWO is paying, a Termination of IWO has been sent to employer
   d. Updated Information – Any updates provided for the required data elements or pertaining to the Non IV-D classification.

3. Select the applicable Non IV-D classification(s):
   a. Worksheet for State Case Registry purpose only – Payments are not ordered to be paid through the State Disbursement Unit (SDU) *formerly Centralized Child Support Receipting Unit, CCSRU,* however, Worksheet is required for federal reporting purposes.
   b. Payments ordered through SDU (formerly CCSRU) – Payments are ordered to be paid through the SDU.

4. Docket ID – The docket number assigned by the court.

5. Court Code – The seven-digit FIPS code identifying the court. Example: 4714945 identifies Tennessee (47) Rutherford County (149) Juvenile Court (45)

6. Order Date – The date which the court entered the original, modified or terminated order as applicable based upon the selection in step 2.

7. Section 453(b)(2) of the Social Security Act and T.C.A 36-5-2312 prohibit disclosure of identifying information which a party alleges under oath may jeopardize the health, safety, or liberty of a party or child.   If Family Violence exists, the appropriate indicator must be checked to prevent the release of information.

8. Obligee's Information - Complete the data elements for the person ordered to receive support.

9. Obligor's Information – Complete the data elements for the person ordered to pay support.

10. Dependent Information – Complete the data elements for each child listed in the court order for which payments are being made. Additional dependents along with the document number and court code can be entered on a separate page.

11. Court Clerk's Fax Number – If a TCSES number has not previously been assigned or unknown, provide your fax number to receive the TCSES number.

12. If a TCSES number has previously been assigned and known, enter the number here. Otherwise, complete line 11 and the form will be returned to provide you with the TCSES number. TCSES number is needed on IWO for payments to process in the SDU.