

Child Support Order is Modified and Includes a Private (Non-IV-D) Income Deduction Order – Follow These Steps

A child support order may be modified by the court changing the current support amount, adding or changing an arrears repayment amount, or setting an arrears amount. When this occurs, it will be necessary for the court to enter a new, separate Income Deduction Order (IDO) that is signed by the judge and filed with the clerk of court. (See Uniform Superior Court Rule 24.11 on this site.) **The IDO form (see step 1) provided is required by Uniform Superior Court Rule 24.12. It cannot be altered in any way other than providing the requested information.**

It is the responsibility of the custodial parent to place the modified IDO with the necessary entities and the other party in the case. You may do the paperwork yourself or hire an attorney to prepare the paperwork.

Forms and Process

The steps below include links to forms available for your use.

Step 1- Prepare and send these documents to the Family Support Registry:

1. [FSR Registration Form v1.2 \(fillable PDF\)](#)
2. [A copy of your Income Deduction Order \(IDO\) \(fillable PDF\)](#)

Please include a copy of your modified **Child Support Order**. The FSR will update information included in the registration form.

Important!

Fax documents to 770-836-2701 ***OR*** mail documents to the Family Support Registry (FSR), P.O. Box 1800, Carrollton, GA 30112-1800. Under Georgia law, all payments made by Income Deduction Order are paid to the Division of Child Support Services *Family Support Registry (FSR)*. A record is made of each payment and it is forwarded to the custodial parent.

Step 2 – Prepare and send these documents to the employer/payor:

1. [A copy of your Income Deduction Order \(IDO\) \(fillable PDF\)](#)
2. [Notice to Payor](#)
3. [IWO form \(fillable version-helpful hints\)](#) or [IWO form \(PDF version\)](#)
(IWO-line by line instructions to complete form)

Important!

DO NOT have a judge sign the new IWO or file the new IWO with the Superior Court Clerk's office! This form contains a field for the obligor's Social Security Number (SSN). Filing a document with the clerk that includes a Social Security Number violates Georgia law; it is therefore used as a NOTICE document in Georgia. The IDO that is signed by a judge is the only order needed for this process.

Step 3 – Prepare and send these documents to the Noncustodial Parent (NCP)

1. [A copy of your Income Deduction Order \(IDO\) \(fillable PDF\)](#)
2. [Statement of Rights, Remedies, and Duties](#)