

Change of Employer, Private (Non-IV-D) Income Deduction Order

The noncustodial parent may change jobs after Income Deduction Order (IDO) paperwork has been placed with an employer. When this occurs, the custodial parent will need to send IDO documents to the new employer as outlined below.

Important! If a modified child support order and IDO have been entered by the court changing the current child support, arrears repayment, establishing an arrears amount or adding an arrears repayment amount, and the noncustodial parent is still employed with the original or same employer, (there is no change in employer) ☐ go back to the website and find this resource: **Modified Order.** ☐
Do not use the steps below for a modified order.

Forms and Processes for the New Employer

- Use the current Income Deduction Order (IDO) in your case for the new employer.
- You may prepare the paperwork yourself or hire an attorney to prepare the paperwork.
- The steps below outline the forms you must use when placing the IDO with the new employer.
- **Go back to the website to access forms identified below in steps 1, 2 and 3.**

Step 1 - Prepare and send to the Family Support Registry (FSR) the updated FSR Registration Form.

- FSR Registration Form (fillable PDF). (The FSR will *update* information included in the updated form.)

Important!

Fax the FSR Registration Form and the IDO, *if a new one is entered by the court*, to 770-836-2701, OR mail documents to the Family Support Registry (FSR), P. O. Box 1800, Carrollton, GA 30112-1800.

Step 2 ☐ Send a copy of your IDO to the NEW employer/payor, along with a new Notice to Payor and new IWO you prepare.

- A copy of your Income Deduction Order (IDO)
- Notice to Payor
- IWO form (fillable version-helpful hints)**

*****Important!***

DO NOT have a judge sign the IWO or file the IWO with the Superior Court Clerk's office! This form contains fields for the obligor's Social Security Number (SSN). Filing a document with the clerk that includes an SSN violates Georgia law. As a result, the IWO form is used as a NOTICE document and will be signed by you or your attorney as an issuing official. The IDO signed by a judge is the only order needed for this process.

Step 3 ☐ Send a copy of your IDO to the noncustodial parent/obligor, along with a new Statement of Rights, Remedies, and Duties you prepare.

- A copy of your Income Deduction Order (IDO)
- Statement of Rights, Remedies, and Duties