

PAYMENT INSTRUCTIONS

All support payments are remitted to the Pennsylvania State Collection and Disbursement Unit (PA SCDU).

If a wage attachment is pending, but has not yet begun, or if your support is not withheld from your paycheck, please follow the instructions for mailing your check or money order to PA SCDU in Harrisburg.

PLEASE MAIL YOUR SUPPORT PAYMENTS TO:

**PA SCDU
P.O. Box 69110
Harrisburg, PA 17106-9110**

- Please make your check or money order payable to **PA SCDU**.
- Please write your PACSES **MEMBER** number and Social Security Number on your check or money order.
- **YOUR PACSES MEMBER NUMBER:**

First payment in the amount of **is due**

If your support is not paid through a wage attachment, you will receive a billing statement and a payment coupon each month. If you have received payment coupons, you must send a coupon along with your payment. If you have not yet received payment coupons, please forward your check or money order to PA SCDU without a coupon until they become available to you. **DO NOT** mail your support payment in cash.

If you have any questions pertaining to support payments, please call PA SCDU at 1-877-727-7238.

INSTRUCTIONS FOR PAYMENT OF FEES

Per 42 Pa C.S. 3733.1, you are directed to pay a Judicial Computer System Fee on all new support orders. This fee has been added to your arrears balance and will be paid after your current support and arrears are paid in full.

During the lifetime of your case, additional fees that may be part of your order include:

- Genetic Testing Fee
- Enforcement Fee

If you incur any of these fees, you must pay them **in full** with your monthly support payment or an additional monthly amount per fee will be included in your order to liquidate the fee balance.

To get credit for payment of a fee, you must make your 1) monthly support payment; 2) monthly arrears payment; and 3) the required fee payment. Make your check or money order payable to **PA SCDU** and mail to the address above.

If you have any questions pertaining to a fee, call BCDRS at 215-340-8068.

No credit will be given for direct payments outside the court, directly to plaintiff except where specifically ordered by the court.

To avoid delinquency and enforcement action, DRS must receive the Monthly Support Obligation and Ordered On Amount payment (as reflected on your court order) on or before the first of each month.