

Mailing Your Payments

For Wisconsin withholding notices, mail your check (made out to “WI SCTF”) along with your list/coupon to:

Wisconsin Support Collections Trust Fund
Box 74400
Milwaukee, WI 53274-0400

Make sure the check amount equals the total amount on your list/coupon.

Required Information

Please check to make sure that your Employer Withholding List/Coupon contains:

- Information about your company:
 - Company name
 - Company’s KIDS Employer ID number
- Information about each employee:
 - Withholding date - the date you withheld the support obligation amount from the employee’s wages
 - Employee’s name - first name, middle initial, and last name
 - Employee’s KIDS PIN and SSN
 - Payroll frequency - the frequency with which you pay employee wages (e.g., weekly, bi-weekly, monthly, etc.)

Codes for the frequency types are:

Frequency	Codes
Monthly	1
Semi-monthly	2
Bi-weekly	3
Weekly	4
Other	5
(Use “other” for commissions, bonuses, etc.)	

- Gross income – Gross income includes all of the employee’s income from all sources **before** mandatory deductions for federal, state, local, and Social Security taxes are deducted.

Gross income also includes employee contributions to any employee benefit program or profit-sharing and contributions to any pension or retirement account whether or not the account provides for tax deferral or avoidance.

- Amount withheld - the total support amount you withheld from the employee’s wages. If an employee has more than one support order, add the amounts together and list the total amount.

The above items are critical to ensure support payments are distributed correctly if your employee has more than one court order or more than one debt.

Withholding List Changes

Complete and return the change list/coupon noting any changes that should be made.

- If your business address is incorrect, please indicate this by marking an “x” in the “Address Change” box. Write your correct address on the face of the Employer Withholding List/Coupon.
- If you do not want to receive this list because you plan to generate your own Employer Withholding List/Coupon, mark an “x” in the “Discontinue Lists” box.
- If you currently receive the Employer Withholding List/Coupon for just one employee, you should create your own list/coupon for any additional employees. Your list/coupon should include the same required information as the Employer Withholding List/Coupon. See “Required Information” on your left. The following month, you will receive an Employer Withholding List/Coupon that includes both employees’ names.
- To add an employee to your employer withholding list/coupon that already includes two or more employees, add his/her name and the related data (KIDS PIN and SSN) to the “Added Employee Table” in the section labeled “Withholding List Changes Coupon.” You must also complete the payroll frequency, gross income, amount withheld, and date of withholding for the added employee. Your next month’s withholding list/coupon should have the new employee’s name and information.
- To remove an employee name from your Employer Withholding List/Coupon, mark an “x” in the “No Longer Employed” box. If

known, please write the employee’s termination date directly below the employee’s name. Do not remove if the employee is temporarily laid off, receiving worker’s compensation/disability or is a seasonal worker and will return next season.

Special Processing for R&D Withholding

Up to three times a year (spring, summer, and fall), you might receive a special withholding notice and form for your employees who owe Receipt and Disbursement (R & D) fees. For the R&D Withholding Form:

- Check the “no longer employed” field by the employee’s name if appropriate
- Fill in the amount of R&D fees you are withholding for each employee
- Send in this form with one check for the total amount of fees withheld
- Do not include other income withholding payments or coupons/lists with this check or mailing
- Do not use electronic funds transfer (EFT), electronic data interchange or diskette
- Do not list an employee again even if they have more than one support order
- Do not add employees who are not listed
- Make check out to “WI SCTF”
- Mail to
Wisconsin Support Collections Trust Fund
Box 74400
Milwaukee, WI 53274-0400

Did you know?

Year-after-year, Wisconsin employers rank in the top ten nationally for the amount of support they help collect.

Thank You!

Frequently-Asked Questions

- Q

Should I show separate amounts for each obligation for an employee if that employee has more than one Wisconsin income withholding order/notice?
- A

No, just indicate the total amount withheld for each employee. Do not list an employee twice even if they have more than one obligation or more than one withholding order/notice.
- Q

Why can’t I submit the gross income and payroll frequency once rather than with every coupon or list?
- A

KIDS, the child support computer system, utilizes gross income and payroll frequency with each transaction for proper distribution of funds. It does not make use of the previously provided information on future payments. Checks and list/coupons are electronically scanned. Each week, the Trust Fund receives almost 100,000 payments totaling an average of \$17.4 million.
- Gross income is required on every submission so that child support will be paid before any other obligations owed by your employee (e.g., birth costs, unpaid support, and fees). If your employee has more than one court order, the gross income is needed to calculate the support amount for each family. This information is also needed with every payment because in many cases the gross income amount fluctuates.
- Payroll frequency can change if bonuses and commissions are paid. To calculate the payment correctly, the payroll frequency is required.
- Q

What if I don’t have the employee’s KIDS PIN number or my Employer ID Number? Where do I find it?
- A

The employee’s KIDS PIN Number and your Employer ID Number are on the income withholding notice/order you received. Your Employer ID Number is also on the Employer Withholding List/Coupon. You may call your local child support agency to obtain either number.

Employer Check List
for child support income
withholding

Please check to make sure that
your list/coupon contains:

Information about your
company:

- ✓ Company Name
- ✓ Your Company’s KIDS
Employer ID Number

Information about each
employee:

- ✓ Withholding Date
- ✓ Employee’s Name
- ✓ Employee’s KIDS PIN or SSN
- ✓ Payroll Frequency
- ✓ Gross Income
- ✓ Amount Withheld

And:

- ✓ Does the check amount equal
the total amount on your
list/coupon?

Thank you!

Mailing Your Payment

Mail your check along with your
coupon/list to:

Wisconsin Support Collections Trust
Fund (WI SCTF)
Box 74400
Milwaukee WI 53274-0400

State law requires employers to mail
payments within five days of the
withholding date.

More Information

- For more information about your
list/coupon, please call the Trust
Fund, weekdays 8:00 AM to 5:00 PM
(CST), at:
414-615-2581 (Metro Milwaukee)
1-877-209-5211 (outside Metro
Milwaukee)
1-877-209-5209 TTY
- For information about electronic
funds transfer, please call the Trust
Fund, weekdays 8:00 am to 5:00 pm
(CST) at:
414-615-2422
- For questions about calculating the
amounts to withhold, contact the
county/tribal child support agency
listed on the withholding notice and
online at childsupport.wisconsin.gov

Employer Information and calculators
are online at:

childsupport.wisconsin.gov



Questions?

Contacts

For questions about calculating the
amounts to withhold, contact the
county/tribal child support agency that issued the
withholding notice.

Contact information is listed on the withholding
notice and online at
childsupport.wisconsin.gov.

- For more information about your Employer
Withholding List/Coupon, please call the
Wisconsin Support Collections Trust Fund,
weekdays 8:00 AM – 5:00 PM (CST), at:
1-877-209-5211 (toll free)
414-615-2581 (Metro Milwaukee)
(877) 209-5209 TTY
- For information about electronic funds transfer,
please call the Trust Fund, weekdays 8:00 AM to
5:00 PM (CST), at:
414-615-2422
- If you have questions about withholding R&D
fees, please call the R&D information line,
weekdays 8:00 AM to 5:00 PM (CST), at:
414-615-2585

More Information

The Wisconsin Employer Guides below are
available free from your local child support agency
and are online at childsupport.wisconsin.gov.

- Guide to Income Withholding
- Overview of the Wisconsin Child Support
Program
- National Medical Support Notice

Online Information for employers

- Employers’ Guide to Child Support at
childsupport.wisconsin.gov
- New Hire Reporting for Wisconsin Employers at
dwd.wisconsin.gov/uinh/

DCF is an equal opportunity employer and service
provider. If you have a disability and need to access
this information in an alternate format, or need it
translated to another language, please contact (608)
266-9909 or the Wisconsin Relay Service (WRS)-711
TTY (toll free). For civil rights questions, call (608)
422-6889 or WRS-711 TTY.

Wisconsin Employers’
Guide to Submitting Withholding
Payments

In Wisconsin, the Wisconsin Support
Collections Trust Fund processes all support
and support-related payments.

Ways to Pay

1. Electronic Funds Transfer (EFT)

The Trust Fund can accept employer
remittance for support collections as either a
Cash Concentration and Disbursement (CCD) or
Corporate Trade Exchange (CTX) formatted file.
Call 414-615-2422 for information on file
formatting requirements.

2. Free Software

The Trust Fund furnishes free personal
computer software to any employer who wants
to remit electronically. Windows 3.1 and a
modem are the minimum requirements for using
the software. The software is programmed to
communicate with Wisconsin’s larger financial
institutions and is supported by the Trust Fund.

3. Free Diskette Software

The Trust Fund also provides an easy-to-
use, diskette-based software product for
remitting payments. Pre-loaded with the
employer’s withholding list, the employer needs
to only make changes and return the diskette,
along with the payment, to the Trust Fund for
processing. A new diskette is returned to the
employer before the next withholding is due.

4. Other Electronic Ways to Pay

The Trust Fund accepts a number of
Electronic Data Information (EDI) formats
including:

- 9-track cartridge tape
- 9-track reel tape
- Diskettes
- File transfer protocol (ftp)

For information about electronic funds
transfer, please call the Trust Fund, weekdays
8:00 AM to 5:00 PM (CST), at:
414-615-2422.