

## **INCOME DEDUCTION ORDERS**

NOTE: SECTION 61.1301 OF THE FLORIDA STATUTES COVERS THIS INFORMATION

The Income Deduction Order contains some terms with which you may not be familiar. The person receiving child support is the “obligee” and the person ordered to pay child support is the “obligor”. The “payor” is the employer, person or agency that provides income to the obligor. The “SDU” is the State Disbursement Unit, a centralized child support collection and disbursement office located in Tallahassee, Florida.

### **IF CHILD SUPPORT IS ORDERED PAID TO YOU:**

It is your responsibility to determine the address for the employer (person or agency providing income) of the parent who is ordered to pay child support. You must then serve the Income Deduction Order and Notice to Payor on the correct employer, person or agency. To do this, you must mail copies of the Income Deduction Order and Notice to Payor to them by prepaid certified mail, return receipt requested, or consult Chapter 48 of the Florida Statutes for other forms of appropriate service.

The person who is ordered to pay support for your child should begin making payments on the date indicated in the General Magistrate’s Recommended Order and the court orders, whether or not income deduction has begun. The payments will then be mailed to you.

### **IF YOU ARE ORDERED TO PAY CHILD SUPPORT:**

Your child support payments must be made through the SDU which is located in Tallahassee, Florida. If you fail to pay as directed, records will show you are delinquent in your child support. Mail your payments to: **State of Florida Disbursement Unit, P.O. Box 8500, Tallahassee, FL 32314-8500**. Make your check or money order payable to FLSDU. Be sure to put your case number and county number (Pinellas County is #52, Pasco County is #51) on every check or money order, so that your account will be properly credited. Payments made to the SDU must include a processing fee, which is 4% of your payment amount, with a maximum fee of \$5.25 and a minimum fee of \$1.00.

You must make your child support payments directly to the SDU at all times that your employer (or other person or agency providing you with income) is not withholding the support from your income. Your payment of support must begin on the date indicated in the General Magistrate’s Recommended Order and Court Order(s), whether or not your employer has begun to withhold the support from your income. You should be able to tell when income deduction begins because of the reduction in the income you receive. When you see that income deduction has begun, then you are no longer required to send payments yourself for as long as the income deduction is taking place. If Income Deduction ceases for any reason, you must resume paying as set forth above.

**THE INFORMATION SET FORTH ABOVE IS NOT INTENDED TO BE, OR  
SUBSTITUTE FOR, LEGAL ADVICE. IF YOU HAVE LEGAL QUESTIONS, YOU  
SHOULD CONTACT AN ATTORNEY.**