



STATE OF MICHIGAN

DEPARTMENT OF HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

MAURA D. CORRIGAN
DIRECTOR

Instructions for Withholding and Remitting Support From Employee/Obligor Lump-Sum Payments

Dear Employer or Income Withholder:

Attached is a report listing employees/obligors whose bonus/lump-sum payments qualify for support withholding. Please withhold from the employee's/obligor's payment as directed below:

- For employees/obligors with a percentage in the "Chargeable Bonus %" column, please withhold the percentage of the bonus payment indicated on the report.
- For employees/obligors with an amount in the "Withhold 50% up to this Amount" column, please withhold 50% of the lump-sum payment up to the amount indicated in the report.
- For employees/obligors with information in both the "Chargeable Bonus %" and "Withhold 50% up to this Amount" columns, withhold for both "Chargeable Bonus %" and the "Withhold 50% up to this Amount." The total amount you withhold for both categories must be no more than 50% of the total bonus/lump-sum payment amount.

Additional notes:

- An employee/obligor may appear on the report multiple times if (s)he has multiple support accounts. In this situation, please process the payment in the same manner as you would process multiple income withholding orders for a single employee.
- An employee/obligor who does not appear on the report does not qualify for a withholding of the payment at this time.

If additional assistance is needed, please contact Office of Child Support Central Operations Lump-Sum Reporting staff at:

Office of Child Support, Central Operations
Hollister Building, Third Floor
P.O. Box 30744
Lansing, MI 48909-8244
Attention: Lump-Sum Reporting
Phone: (866) 540-0008, option #7
Fax: (517) 335-3030
Email: DHS-OCS-EmployerBonus@michigan.gov

**Thank you,
Michigan Office of Child Support**

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.