



STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

RICK SNYDER  
GOVERNOR

NICK LYON  
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  
Lump-Sum Reporting  
PO Box 30478  
Lansing, MI 48909-7978

Phone: 866-540-0008; when prompted, state "Lump Sum" or "Employer Bonus"  
Fax: 517-335-3030  
Email: [mdhhs-ocs-employerbonus@michigan.gov](mailto:mdhhs-ocs-employerbonus@michigan.gov)

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

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