



Legal Aid
Society
of Hawai'i

<http://www.legalaidhawaii.org>

**Child Support:
How to Get An Accounting Form
(for Non-custodial Parents)**

What Is An Accounting Form?

A Child Support Accounting Form is a form which lists child support payments that you, the non-custodial parent (parent who does not have custody of the child), have paid. It also includes the amount of back child support, if any, that you owe.

The Child Support Enforcement Agency (CSEA) will send you a copy of the accounting form if you request it in writing.

How Can I Request A Form From CSEA?

A sample letter is included in this packet. There is also a blank one for you to use; OR you can write your own letter and simply use the sample as a guideline.

Remember to keep a copy of the letter for yourself in case you later want to know what you wrote to CSEA.

From any island, send your request for your Account Statement to:

CSEA
PO Box 1860
Honolulu, HI 96805-1860
Attn: Financial Branch

Or fax your request to: (808) 692-7082

CSEA's Statewide Phone Number: 1-888-317-9081

For more information, you can call Legal Aid intake hotline. Intake hours are Monday to Friday from 9 - 11:30am and 1 - 3:30pm.

Oahu: 536-4302
Maui: 242-0724
Hilo: 934-0678
Kona: 329-8331

Kauai: 245-7580
Molokai: 553-3251
Lanai: 565-6089

[Caseworker/Supervisor]
Child Support Enforcement Agency
[Include Address Here]

[Date]

Re: Request for An Accounting of Child Support

CSEA Case # _____ **OR** _____ vs. _____
Superior Court of _____ County
Case Number: _____

Dear [Caseworker/Supervisor]:

I would like an accounting of the child support collected and distributed for the above-referenced case for the period from [start date] to [end date].

Also requested is the total past due support that I currently owe.

Please send the accounting to me at the address listed below.

Thank you very much for your assistance with this matter.

Sincerely,

[Sign Your Name]

[Print Your Name]

Address: [Include Your Address Here]
[Your City, State ZIP]

Phone Number: [Include Your Telephone Number Here]

****Remember to keep a copy of this letter and write down the date you mailed it****

Date: _____

Re: Request for An Accounting of Child Support

CSEA Case # _____ **OR** _____ vs. _____

Superior Court of _____ County

Case Number: _____

Dear _____:

I would like an accounting of the child support collected and distributed for the above-referenced case for the period from _____ to _____.

Also requested is the total past due support that I currently owe.

Please send the accounting to me at the address listed below.

Thanks you very much for your assistance with this matter.

Sincerely,

Address: _____

Phone Number: _____