



Legal Aid
Society
of Hawai'i

**Child Support:
How to Get An Accounting Form
(for Custodial Parents)**

<http://www.legalaidhawaii.org>

What Is An Accounting Form?

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

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 county, 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 currently owed by the non-custodial parent, including interest.

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 currently owed by the non-custodial parent, including interest.

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: _____