CHILD SUPPORT:

HOW TO GET AN ACCOUNTING FORM
( FOR CUSTODIAL PARENTS )

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**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:

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CSEA
PO Box 1860
Honolulu, HI 96805-1860
Attn: Financial Branch
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Or fax your request to: (808) 692-7082

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CSEA’s Statewide Phone Number: 1-888-317-9081
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**REMEMBER:** This pamphlet is meant to give you general information and not to give you specific legal advice about your case. The law often changes. Each case is different. For more information or assistance call Legal Aid at 1-800-499-4302 or access additional information on the web at [http://www.legalaidhawaii.org](http://www.legalaidhawaii.org).
[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.

Thank you very much for your assistance with this matter.

Sincerely,

Address: _____________________________

Phone Number: __________________________