



LEGAL AID
SOCIETY OF HAWAI'I



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:

<p style="text-align: center;">CSEA PO Box 1860 Honolulu, HI 96805-1860 Attn: Financial Branch</p> <p style="text-align: center;">Or fax your request to: (808) 692-7082</p>
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CSEA's Statewide Phone Number: 1-888-317-9081

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>.**

[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.

Thank you very much for your assistance with this matter.

Sincerely,

Address: _____

Phone Number: _____