



**LEGAL AID  
SOCIETY OF  
HAWAII**

**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	Kauai: 245-7580
Maui: 242-0724	Molokai: 553-3251
Hilo: 934-0678	Lanai: 565-6089
Kona: 329-8331	

[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: \_\_\_\_\_