

Ohio Child Support Payment Central  
P.O. Box 182497  
Columbus, OH 43218-2497

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Stamp  
Here

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### Diskette Processing

If you are not quite ready to switch completely to electronic processing, but you *are* interested in making filing easier, try diskette processing.

Ohio CSPC will help you create a diskette with all your withholding information. For each payroll, you complete three easy steps:

- ◆ Update the withholding information on the disk with any changes since the last submission.
- ◆ Write a single check for the total amount withheld.
- ◆ Mail the diskette and check to Ohio CSPC.

The diskette software is Windows-based and easy to use. For more information, please call Customer Support at (888) 965-2676.



[www.state.oh.us/odjfs/ocs/employers.stm](http://www.state.oh.us/odjfs/ocs/employers.stm)



*Providing for our children*

Bob Taft—Governor  
Tom Hayes—Director

OHIO CHILD SUPPORT PAYMENT CENTRAL



OHIO  
EMPLOYERS'  
GUIDE TO  
ELECTRONIC  
PAYMENT OF  
CHILD  
SUPPORT  
WITHHOLDING



## ELECTRONIC PAYMENT OF EMPLOYEE CHILD SUPPORT

Electronic payment is a safe and efficient way to remit child support payments for your employees. You will find that electronic submissions—either by EFT or website—ensure that support payments withheld from your employees' wages are processed in a timely and accurate manner.

*Employers should seriously consider submitting their employees' withheld payments electronically because it is now easier than ever.*

- ◆ **No need to re-enter employee data each payroll period**—Simply verify and/or update the information and authorize payment.
- ◆ **A user manual with easy-to-follow, step-by-step instructions.**
- ◆ **Free for Ohio remittances**—There is no charge for any employer to remit payments to the Ohio CSPC using Expert Pay<sup>SM</sup>.

### Only One Transaction Per Payroll

**Electronic Funds Transfer/Electronic Data Interchange (EFT/EDI)**—Regardless of whether you currently use EFT/EDI in your business, you can easily convert your child support remittances to EFT/EDI transactions, either through your bank or by requesting our employer EFT CD-ROM. The CD-ROM allows you to import your existing withholding list information in either spreadsheet format or ASCII text and converts it to a formatted EFT file.

Ohio CSPC will accept payments in either CCD+ or CTX format. Simply contact Customer Support at (888) 965-2676 and speak with an employer outreach specialist, who will answer your questions and provide the information you need.

**Expert Pay<sup>SM</sup>\* Website**—If your business has Internet access, you can remit payments electronically through [www.expertpay.com](http://www.expertpay.com), a secure system available now.

With ExpertPay<sup>SM</sup> there is:

- ◆ **No technology investment and no special software**—All you need is Internet access, a Web browser, and a one-time data entry setup.
- ◆ **No elaborate financial arrangement**—Just fill out the authorization form that allows Ohio CSPC to debit your bank account when you submit the electronic list for payment.

### Benefits of Electronic Payment

- ◆ **Accuracy**—Before you submit electronic payments, Ohio CSPC verifies employer and employee data to ensure that payments are properly identified. Thereafter, employee information is merely confirmed during each payroll cycle, not re-entered, which eliminates costly mistakes.
- ◆ **Economy**—Electronic payments save staff time. There are no checks to print. No labels. No envelopes. No postage.
- ◆ **Convenience**—Electronic payment requires only one transaction per pay period—whether by EFT/EDI or ExpertPay<sup>SM</sup>. Just review your last submission and update the information as necessary.
- ◆ **Security**—Good fiscal practice: One person at your company can confirm employee information, and another person can authorize the payment transaction.

Electronic payment remittance increases overall efficiency and accuracy while significantly reducing paperwork, postage costs, and mail time.

### Where Do I Sign Up?

You can complete and return the attached card and one of our employer outreach specialists will contact you. Or call Customer Support today at (888) 965-2676 to speak with a specialist.

**For more information,**  
call (888) 965-2676  
or visit our Web page at  
[www.state.oh.us/odjfs/ocs/employers.stm](http://www.state.oh.us/odjfs/ocs/employers.stm)

**YES**, I would like more information about Ohio CSPC's electronic remittance options. Please call me.

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

NUMBER OF EMPLOYEES \_\_\_\_\_  
YOU WITHHOLD FROM \_\_\_\_\_



\* a wholly owned subsidiary of Affiliated Computer Systems (ACS)