

## **CHILD SUPPORT DISCLOSURE AND AUTHORIZATION**

Beginning July 1, 1993, Virginia employers are required by law to ask all new employees whether they are subject to an income withholding order for child support. Va. Code Section 60.2-114.1. Employers are also required to notify the Child Support Enforcement Reporting Unit of the Virginia Employment Commission of the identities of all new employees. If an employee is subject to an income withholding Order, employers are required to make appropriate withholdings. The information provided must be reported to Virginia Employment Commission and the Department of Social Services.

If ordered by the appropriate authority, the employer must also permit the enrollment of employee's dependents into company-sponsored group health insurance or other health services plans, and authorizes the employer to a one-time fee of \$5.00 upon the enrollment of any dependents in those programs. The employer is also authorized to charge a service fee of %4.00 per remittance of child support payments.

**Please provide the following information.**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

Are you subject to any income withholding Order for child support?

Yes       No

If yes, do you have a copy of this Order?

Yes       No

Will you provide a copy of that Order to the company?

Yes       No

The information disclosed above shall be kept confidential by the company except as required by law. Falsification or material misrepresentation in the completion of this form may subject an employee of a withdrawal of the offer of employment, or immediate termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date