Child Support Instructions for Parent Paying Child Support (the "obligor")

1. Until the child support is deducted from your paycheck, it is your responsibility to pay the child support.

2. Do not give a check, cashier's check or money order directly to the other parent. You must send the payment through the State Disbursement Unit (SDU) to get proper credit for the payment and to comply with the court order. Payments through the SDU protect you from accusations that you did not pay.

3. Mail a check or money order payment to: Texas Child Support Disbursement Unit (TxCSDU)
   P.O. Box 659791
   San Antonio, TX 78265-9791

4. Make the check or money order payable to, "TxCSDU"

5. Write the following information on your check or money order:
   - Your 10-digit case identification number (CIN). You may not have the CIN at first. The SDU will mail you information, including your CIN.
   - Your cause number (the identification number found on the court case which establishes the child support order)
   - Your name -- it is okay if it is printed on the check – and τhe other parent's name

6. If you have any questions please call the SDU at (800) 252-8014. The website for the SDU is at http://info.txcsdu.com/index.jsp.

7. You can contact the Texas Attorney General at (800) or at their website at 1-800-252-8014. http://www.oag.state.tx.us/child/index.shtml.

8. To set up a new child support account, either under temporary orders or a final order:

   Harris County: Fill out the Child Support Information Sheet and file it with the Harris County District Clerk's child support office (basement of the Family Law Center) and the District Clerk will set up an account with the SDU.

   Galveston County: Fill out the New Child Support Account form and file it with the Galveston County District Clerk's Family Law Division/child support office on the 4th floor of the Galveston County Courthouse and the District Clerk will set up an account for the SDU.

9. Someone must pay $15 to the District Clerk and request that the Order/Notice of Wage Withholding be sent to your employer. In Galveston County, fill out and submit with the $15 the Request for Notice to Employer of Withholding. In Harris County, fill out and submit with the $15 the Request for Notice to Employer of Assignment of Income form.

10. If the amount of child support changes, a new Order/Notice of Wage Withholding notice needs to be prepared and sent to the employer (which requires an additional $15 and another form requesting that the Order/Notice be sent to the new employer).

11. If child support stops, someone needs to fax a copy of the order to the local SDU field office handling the case.

12. You must notify the other parent, the District Clerk and the SDU if your residence or employment changes. You should mail a letter to the:
    –SDU at: Texas Child Support Disbursement Unit (TxCSDU)
    P.O. Box 659791
    San Antonio, TX 78265-9791

    –Harris County District Clerk at: P.O Box 4651
    Houston, TX 77210-4651

    or –Galveston County District Clerk at: 600 59th St, Suite 4401
    Galveston, TX 77551

    Include in your letter the information listed in no. 5 above and the new address and phone number for your new residence or your new employer.

13. Remember, you are required to pay the court ordered child support until the order is changed by the court, even if you lose your job or unable to work. You still owe child support even if you are not seeing your child.