

Request for Administrative Review

If you think that DOR's records about your child support case are wrong or if you think we shouldn't have used a certain enforcement action, you can ask DOR to review your child support case. This is called a Request for Administrative Review. If you want to ask for a review, you must:

- Fill out this form
- Gather all information that explains why you think your case is wrong or why DOR should not have used a certain enforcement action. If the documents provided do not support your claim, your approval will be denied.
- Send this form and your information to us within 15 days to this address: Massachusetts Department of Revenue, Child Support Services Division, P.O. Box 7057, Boston, MA 02204.

**YOU CANNOT ASK FOR A REVIEW BY TELEPHONE.
YOU HAVE TO RETURN THIS FORM TO ASK FOR A REVIEW**

FIRST NAME:

MIDDLE NAME:

LAST NAME:

ADDRESS:

ADDRESS LINE 2:

ADDRESS LINE 3:

CITY:

STATE:ZIP CODE:

COUNTRY:

SOCIAL SECURITY NUMBER:--PHONE:

TELL US WHY YOU WANT US TO REVIEW YOUR CASE.

If you are the **PARENT WHO PAYS child support**, check ONE of these reasons:

- ☐ I DO NOT owe past-due child support (arrearage).
- ☐ I think the amount of past-due support DOR says I owe is wrong. I think that the amount I owe is \$ _____.
- ☐ DOR told me or my employer that the amount of child support I need to pay is going up by 25%. This would be a hardship for me. **IF YOU CHECK THIS REASON, YOU HAVE TO FILL OUT A STATEMENT OF FINANCIAL CONDITION AND ATTACH IT TO THIS FORM.** You can get the Statement of Financial Condition on our website at mass.gov/css.
- ☐ I get public assistance benefits and I have a child who receives SSI.
- ☐ DOR took money from my bank account and the money came from my government benefits (such as SSI, TAFDC, TANF or EAEDC) **(IF YOU CHECK THIS REASON, YOU MUST ATTACH A COPY OF YOUR FEDERAL OR STATE AWARD LETTER.**
- ☐ DOR took money from my bank account and the money does not belong to me (for example, I am the court appointed conservator or guardian for money that belongs to someone else). I have attached documents showing that the levied funds do not belong to me. Joint account holders, like husband and wife, or child and parent, or parent and significant other, are *not* exempted under this section.
- ☐ Other (explain if you have another reason for asking for a review): _____

If you are the **PARENT WHO GETS child support**, check ONE of these reasons:

- ☐ DOR sent child support payments to the Department of Transitional Assistance (DTA) but the payments should have been sent to me.
- ☐ Other (explain if you have another reason for asking for a review): _____

Signature _____

DATE:

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YOU MUST SEND DOCUMENTS THAT HELP PROVE THE REASON YOU CHECKED ABOVE

Here are examples of the types of documents you can send:

- Copies of canceled checks or money orders
- Copies of court orders
- Copies of pay stubs that show your employer took money from your pay for child support
- Copies of letters from your employer telling DOR that the employer kept money from your paycheck to pay child support
- Copies of receipts for child support payments you made directly to the other parent
- Copies of eviction notices, notices of foreclosure, utility shut off notices
- Copies of court documents showing you are the appointed conservator or guardian

DO NOT CALL US TO ASK ABOUT YOUR REVIEW.

WE WILL CONTACT YOU IF WE NEED MORE INFORMATION AND WILL ALSO MAIL THE RESULTS OF ANY REVIEW TO YOU.

Important! Please have this notice translated immediately.

Importante! Por favor haga traducir este aviso inmediatamente.

Importante! Fate tradurre questo avviso immediatamente.

Pre inpotan! Fe tradui not sa a tousuit.

Important! Faites traduire cet avis immédiatement.

Importante! Mande traduzir este aviso imediatamente.

QUAN TRONG! CAN DICH CAO THI NAY LIEN

Pilne! Proszę o niezwłoczne przetłumaczenie tego dokumentu.

VANZO! PROSIM NAJ SE TO OBVESTILO TAKOJ PREVEDE!

Mahalaga! Paki-salin itong paunawa.

VANZO! MOLIM DA SE OVA OBAVIJEST ODMAH PREVEDE!

[English]

[Spanish]

[Italian]

[Haitian-Creole]

[French]

[Portuguese]

[Vietnamese]

[Polish]

[Slovenian]

[Tagalog]

[Croatian]

