

NOTICE OF INTENT TO DISTRIBUTE LUMP SUM PAYMENTS

An employer is required by state law to notify the Child Support Division of the Office of the Attorney General of Texas (Title IV-D agency) prior to issuing a lump-sum payment of \$500 or more to an employee who has a Title IV-D administrative writ of withholding order. Lump sum payment means income in the form of a bonus, an amount paid in lieu of vacation, or other leave time. It does not include an employee's usual earnings or an amount paid as severance pay on termination of employment. [Texas Family Code § 158.215]

The Notice of Intent to Distribute Lump Sum Payments allows an employer to submit lump sum notification to the Office of the Attorney General (OAG). Upon receipt of the notification, the OAG will respond to the employer within 10 days with written notification as to whether a lump sum should be withheld. If no response is received from the OAG, the employer may pay the lump-sum to the obligor on the 11th day **after** the employer notified the OAG of the intent to make a lump-sum payment.

To complete this form, please follow the steps below:

1. Complete all fields in the Employer Information section of the form.
2. In the Employee Information section, provide as much information as is known. The full name of the employee and social security number are required.
3. Fax completed form to Office of the Attorney General, Special Collections Unit, **(888) 272-5122**

Employer Information

Employer Name		FEIN #	
Address Line 1			
Address Line 2			
City	State	Zip Code	
Employer Contact Name:		Area Code ()	Number
Email		Fax	

Employee Information

Employee Full Name (and current address, if known)	SSN	OAG Case #

