

VT OFFICE OF CHILD SUPPORT
103 South Main Street
Waterbury, Vermont 05671-1901

Dear Employer:

Thank you for your interest in the EFT transfer of child support garnishment monies. In order to do this we need it transferred in CCD+ format with addenda record – **OR** - CTX format that conforms to the federal Office of Child Support Enforcement ACH Guideline Format. Attached is a copy of the data that is needed in the record for your information. This format enables payments to be applied to the correct cases. If you have the capability of transferring the money in this manner, please feel free to contact VT OCS using the contact information provided below if you should have any questions.

**** Special Note ****

If an employee has more than one child support case, multiple EFT's will need to be sent for that employee; one for each of the employee's child support cases.

Sincerely,

Carol Martin
Financial Administrator II / CRU
VT Office of Child Support
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CRU Fax: (802) 241-1577