

Change of Employer, Private (Non-IV-D) Income Deduction Order – Follow These Steps

After placing the IDO/IWO with an employer, the noncustodial parent may change jobs. When this occurs, the custodial parent will need to send IDO documents to the new employer using the information and steps outlined below.

Important! If a modified child support order and IDO have been entered by the court changing the current child support amount, the arrears repayment amount, or if the arrears have been set by the court, and the noncustodial parent is still employed with the original or same employer, (there is no change in employer) – go to this link on the website: “**Modified Order and IDO.**”
Do not use the steps below for a modified order.

- Use the same Income Deduction Order (IDO) with a new employer that was used with the old employer, unless the order has been modified. *If your child support order and IDO have been modified, see the **Important!** note above.*
- You may prepare the paperwork yourself or hire an attorney to prepare the paperwork.

Forms and Process

The steps below include links to forms available for your use.

Step 1 - Prepare and send this document to the Family Support Registry (FSR).

1. [FSR Registration Form v1.2 \(fillable PDF\)](#)

The FSR will update information included in the registration form. Fax the form to 770-836-2701.

Important!

Fax documents to 770-836-2701 **OR** mail documents to the Family Support Registry (FSR), P.O. Box 1800, Carrollton, GA 30112-1800. Under Georgia law, all payments made by Income Deduction Order are paid to the Division of Child Support Services *Family Support Registry (FSR)*. A record is made of each payment and it is forwarded to the custodial parent.

Step 2 – Send the existing IDO to the NEW employer/payor, along with a new Notice to Payor and new IWO that you prepare. Use the links below to access the two forms and instructions for the IWO form.

1. A copy of your existing Income Deduction Order (IDO)
2. [Notice to Payor](#)
3. [IWO form \(fillable version-helpful hints\)](#) or [IWO form \(PDF version\)](#)
([IWO-line by line instructions to complete form](#))

Important!

DO NOT have a judge sign the IWO or file the IWO with the Superior Court Clerk’s office! This form contains a field for the obligor’s Social Security Number (SSN). Filing a document with the clerk that includes a Social Security Number violates Georgia law, thus, this form is used as a NOTICE document only. The IDO that is signed by a judge is the only order needed for this process.

Step 3 – Send your existing IDO to the noncustodial parent/obligor, along with a new Statement of Rights, Remedies, and Duties that you prepare. Use the link below to access this form. Send the documents to the Noncustodial Parent (NCP).

1. A copy of your existing Income Deduction Order (IDO)
2. [Statement of Rights, Remedies, and Duties](#)