

NOTICE OF NON-CUSTODIAL/OBLIGOR PARTY RESPONSIBILITIES

As a recipient of services from the Cherokee Nation Office of Child Support Services (CN OCSS) I, _____ understand the following:

(insert printed name)

- I am responsible for promptly notifying CN OCSS of any changes to my contact information, including address, phone number, and email address.
- I am responsible for notifying CN OCSS of any changes in my employer to ensure CN OCSS has up-to-date information to send an Income Withholding Order.
- I am responsible for promptly notifying CN OCSS of any physical/ legal custody changes of the children involved in the child support case.
- I am responsible for informing CN OCSS if I retain legal counsel and pursue private legal action that affects child support matters.
- I am responsible for ensuring my child support payments are being paid to the CN OCSS Payment Center and not sending payments directly to the other party. This will assist in accurate payment records.
- I acknowledge that CN OCSS is not responsible for the recoupment of monies already distributed to the obligee/custodial party.

Examples include, but are not limited to:

- CN OCSS could have received a payment from the obligor and promptly sent payment to the obligee. If it is later determined the payment causes an overpayment, CN OCSS would not be responsible for recouping.
- CN OCSS could have received a tax intercept disbursement and promptly sent the payment to the obligee. If the IRS/ a state tax office takes back the intercepted money from CN OCSS - CN OCSS would not be responsible for recouping.

Signature of non-custodial/ obligor Party _____