

ACH Child Support Payments Quick Reference Guide

Old and New Field Comparison

Child Support Payment

Kansas Child Sup Type to filter

Non-Custodial Parent SSN *

Non-Custodial Parent Last Nam Viewing 1 of 1 Review Back

| SDU ABA/TRC: | ABA search |
|--|--|
| SDU account number: | |
| SDU account type: | Checking 🗸 |
| SDU name: | |
| Identification number (optional): | |
| Case identifier: | |
| Default payment amount (optional): Non-custodial parent SSN: Medical support indicator: Non-custodial parent name (optional): FIPS code of the receiving SDU (optional): Employment termination indicator (optional): Add additional payment | (IV-D Case or Court Order #) s000 |
| 1 INTRUST Bank. | EStenarge Center Particulars Of central Times Last Layin 4412/2011, 15.44 PM, S27 ≜uk BASHBOARD ACCOUNTS - NEUTRICITS - REPORTING - J |
| Create Child Support Payment | |
| 1. Create Payment 2. Manage Recipients 3. Review 4. Confirmation | |
| | |
| Manage Recipients | * indicates Rec |

Q \$5.00

Pay Date *

Employment Ter

Case Identifi

FIPS Code

| Old | New |
|----------------------------------|---|
| SDU ABA/TRC | Routing Number |
| SDU account number | Account Number |
| SDU account type | Account Type |
| SDU name | Routing Number |
| Identification number | ID Number |
| Case identifier | Case Identifier |
| Default payment amount | Amount |
| Non-custodial parent SSN | Non-Custodial Parent SSN |
| Medical support indicator | Medical Support |
| Non-custodial parent name | Non-Custodial Parent First Name Non-Custodial Parent Last Name |
| FIPS code of the receiving SDU | FIPS Code |
| Employment termination indicator | Employment Termination |

DMIN -

Close All

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04/14/2021 👻

+ 🗅

Today

These are the detail accounts which will receive the recorded amount when a payment request is transmitted. To add detail account information from external files, click "Import details."

Q Prenote Only (0) Hold Only (0) Errors (0

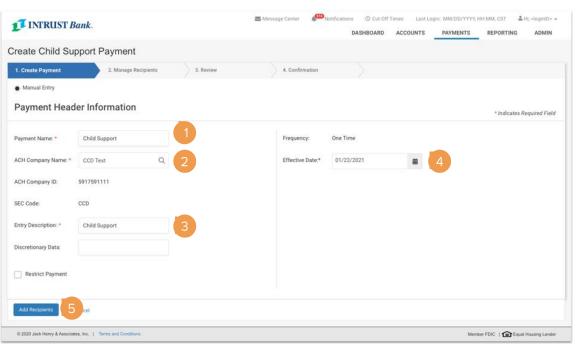
Employe

Cancel

Create Child Support Payment

| Transfer Transfer Create Transfer Create Transfer from Template Transfer Activity Recurring Transfers Transfer Templates Create Loan Payment Loan Payment Activity | Wire Create USD Wire Create USD Wire from Template Upload Wires Create FX Wire Wire Activity Wire File Activity Recurring Wires Wire Templates Wire Beneficiaries Wire Upload Formats | ACH Create ACH Payment Create ACH Tax Payment Create ACH Tax Payment ACH File Activity ACH Payment Activity Recurring ACH Payments ACH Templates ACH Tax Templates ACH Recipients ACH Recipients Activity | Positive Pay ACH Exceptions ACH Exceptions - Decision Activity ACH Filters Check Exceptions Check Exceptions - Decision Activity Check Upload Formats Create/Upload Check Issues Issued Item Activity | Stop Payment Create Stop Payment Stop Payment Activity | Bill Pay Business Bill Pay | |
|--|---|---|---|--|---|--|
| 4 | | | ACH Recipient Import Layout | | Prior Day Balance Current Day Transaction Prior Day Transaction Date Range Balance Date Range Transaction | Run Report Run Report Run Report Run Report Run Report |

Payment Header Information



1 Payment Name

2 ACH Company Name

Key in a company name or select the search icon to display a list of available companies

3 Entry Description and Discretionary Data

4 Effective Date

Select the calendar icon to display available days. Non-business days will appear greyed out. This is the date the entire payment is sent. A separate payment date will be selected for each Non-Custodial Parent on the *Add Recipients* page.

5 Add Recipients

Select to navigate to the Add Recipients page (Cannot be selected until all required fields are completed. Required fields are indicated with an *)

FREQUENCY: A Payment Date is required for each Non-Custodial Parent. This will change for each payment. Therefore, payments cannot be set up as recurring.

Add/Manage Recipients

| | Message Cen | ter 🔊 Notifications | O Cut-Off Times | Last Login: 04/13/2021, | 05:44 PM, CST 🛔 Hi, 1 👻 | |
|---|-------------|---------------------|-----------------|-------------------------|----------------------------|----|
| 1 INTRUST Bank. | | DASHBOAR | ACCOUNTS | PAYMENTS - | REPORTING - ADMIN - | |
| Create Child Support Payment | | | | | | |
| 1. Create Payment 2. Manage Recipients 3. Review 4. Confirmation | | | | | |] |
| Manage Recipients | | | | | * indicates Required field | l. |
| Kansas Child Support | | | | | ~ | |
| Type to filter Q Prenote Only (0) Hold Only (0) Errors (0) | | Prenote 5 | Hold | 10 | | |
| Recipient Name * ID Number Account Number * Account Type * Routing Number * Amount * | ¢ | | | 12 | Close All | |
| Kansas Payment Center 1111 Checking 101107080 R2020 Bank 554 Q \$5.00 | •-4 | | | + 0 | ^ | |
| Non-Custodial Parent SSN * 6-● ***.**.6789 Case Identifier * 8-● 123456 | | Pay Date * | 10 | Today | 04/14/2021 🔻 | |
| Non-Custodial Parent First Name Employee FIPS Code 9- | | Employment Termin | ation | | | |
| Non-Custodial Parent Last Name One | | Medical Support | | | | |
| Viewing 1 of 1 | | | | | | |
| Review Back Cancel | | | | | | |

1 Recipient Name and ID Number (optional)

This is typically the State (SDU) that is receiving the payment.

2 Account Number and Account Type

3 Routing Number

Key in bank name, routing number or select the search icon to display a list of valid routing numbers.

4 Amount

A zero-dollar amount is allowed for Employment Termination notification.

5 Prenote and/or Hold (optional)

If Hold is selected, the recipient is not included in the current payment, but recipient information is retained.

6 Non-Custodial Parent SSN

Key in the SSN for the Non-Custodial Parent associated with the payment. Only the last 4 digits will display once entered.

7 Non-Custodial Parent First and Last Name (optional)

8 Case Identifier

This is the employees case number/order with the State's Payment Center.

9 FIPS Code (Federal Information Process Standard - optional)

10 Pay Date

This is the date your company will deduct the child support from the employee's pay.

11 Employment Termination and Medical Support

Select to identify if the Non-Custodial Parent is no longer employed or if the payment is for medical support.

12 Add Recipient and Copy Recipient

- Select the plus sign to add a new recipient.
- Selecting the copy icon copies the current Recipient Name, ID Number, Account Number, Account Type and Routing Number into a new Recipient.

Add/Manage Recipients

| Create Child Suppo | rt Payment | | | | | | | | |
|---------------------|----------------------|---------------------|------------------|--------------------------|------------|---------|------|---------|---------------------|
| 1. Create Payment | 2. Manage Recipient: | 3 3. Review | 4. Confirmat | tion | | | | | |
| Manage Recipient | s | | | | | | | | * indicates Require |
| Child Support | | | | | | | | | 1-• |
| ACH Company Name | RT Child | Support | Debit | \$0.00 | | | | | |
| ACH Company ID | 1234567 | 89 | Credit | \$794.09 | | | | | |
| SEC Code | CCD | | Frequency | One Time | | | | | |
| Entry Description | CSP | | Effective Date | 03/15/2021 | | | | | |
| Discretionary Data | CHILD SU | JPPORT | | | | | | | |
| Restrict Payment | | | | | | | | | |
| Type to filter | Prenote Only | Hold Only Erro | ors | | | | | | |
| Recipient Name * \$ | ID Number 0 | Account Number * \$ | Account Type * 🗢 | Routing Number * Φ | Amount * 🗢 | Prenote | Hold | | 2-000 |
| State of Kansas | 1111 | 123456 | Checking | • 101107080 R2020 Bank Q | \$105.22 | | | 6 | |
| State of Kansas | 1111 | 123456 | Checking | ▼ 101107080 R2020 Banł Q | \$25.00 | | | 6 | |
| State of Kansas | 1111 | 123456 | Checking | - 101107080 R2020 Bank Q | \$205.66 | | | 6 | |
| State of Kansas | 1111 | 123456 | Checking | - 101107080 R2020 Bani Q | \$458.21 | | | + 🗅 🛛 🛻 | 3 |
| Viewing 1 to 4 of 4 | | | | | | | | | |

1 Expand or Minimize

Select arrow to minimize/expand Payment Header information (defaults to closed).

2 Open All or Close All

Select Open All/Close All to display Non-Custodial fields.

3 Delete Recipient

Select icon to delete a recipient.

4 Review

Selecting navigates the user to Review Page.

Review Payment

| Create Child Supp | ort Payment | | | | | | | |
|---|--|-------------------|--|--|---------------|-----------|--------|---------------------|
| 1. Create Payment | 2. Manage Recipients | 3. Review | 4. Confirmation | | | | | |
| Review Payment | | | | | | | | * indicates Require |
| Child Support 4 Recipie | ents | | | | | | | |
| ACH Company Name ACH Company ID SEC Code Entry Description Discretionary Data Restrict Payment | RT Child S 12345678 CCD CSP CHILD SU | 9 | Debit Oredit Frequency Effective Date Offset Account * | \$0.00 \$794.09 One Time 03/15/2021 430262 | a - -1 | | | |
| Type to filter | Q Prenote Only | Hold Only Errors | | | | | | |
| Recipient Name Φ | ID Number 4 | Account Number \$ | Account Type Φ | Routing Number \$ | Amount Φ | Prenote 🖗 | Hold Φ | Qar |
| State of Kansas | 1111 | 123456 | Checking | 101107080 | \$105.22 | No | No | |
| State of Kansas | 1111 | 123456 | Checking | 101107080 | \$25.00 | No | No | |
| State of Kansas | 1111 | 123456 | Checking | 101107080 | \$205.66 | No | No | |
| State of Kansas | 1111 | 123456 | Checking | 101107080 | \$458.21 | No | No | |
| Viewing 1 to 4 of 4 | | | | | | | | |

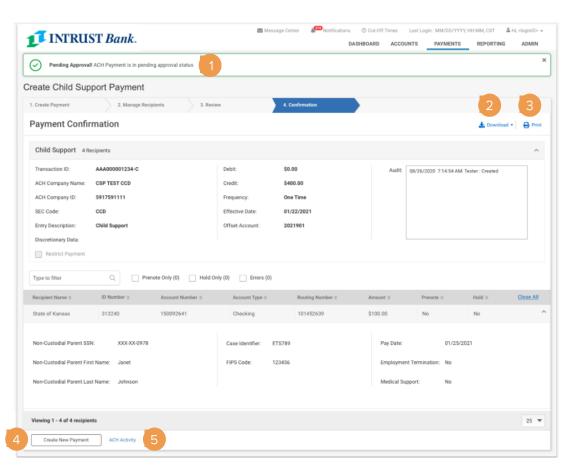
1 Offset Account

Select from list of available offset accounts.

2 Confirm

Select Confirm to initiate payment and receive confirmation.

Confirmation



1 Confirmation Message or if Approval is required, Pending Approval Message displays.

2 Download

CSV, NACHA and PDF are available formats to download the payment information.

3 Print

Select to print payment details.

4 Create New Payment

Select to create a new Child Support Payment.

5 ACH Activity

Select to display all ACH Activity.

Approve/Reject Child Support Payments

| 1TIN | STRUST Bank | | | | | | | | C Message C | 17 INTRUST Ban | k. | 2 | | A Vere | iga Certar | DADHDOARD | | PARMENTS | | | |
|---------|------------------|-----------------|--------------------------|--------------|------------------|-------------------|----------------|---------------------|----------------------------|--|--------|-------------------|-------------|----------------|---------------------|-----------------------------------|--------------|--------------------|----------|----------------|-------|
| Ay Da | shboard | | | | | | | | | Search ACH Payment Activity | ¢ | ACH Payment Activ | ty e Lorri | e Actually 1 | incurring ACH Paym | | | Create New Payment | A 10 | beeine | 0 m |
| | | | | | | | | | | ACH Type. | | Trice to Mirr | 9 | | | | | | | | |
| Accour | nts O Manage | Groups | | | | | | | Expand A3 Collapse A3 | A) Selected | * | | 94 | | | | | | | | |
| | o One (7) | | | | | | | from sustable | e balance: \$44,092,118.03 | Statut | | . Namerical D | Balan Audio | File Harris II | ALC: Conserve No. | mar 100 Collin. Instituted Data 2 | Other Date 2 | Unit Araba | bet ande | (tend | Actor |
| e orong | Come (2) | | | | | | | | | Al Selected | * | APPENDIX | Battch 1 | | unpure A 1 test | out . | 04/22/2018 | 4.01 | 40.00 | Interdated | Long |
| Account | Number 1 | Account Name | | Curren | et Balance i | Collected Balance | | Available Balance 1 | | ADH Company Name | | | | | | | | | | | |
| 10805 | | Checking | | 82 | 91,067.48 | \$291,067.4 | | \$291,067.48 | Sel Details | Al Selected | * | AURODOCTINIA C | Barch 2 | | segury A 1 test | 009 | 06/22/2818 | 46.00 | 40.00 | Diveland. | Lan |
| 12282 | | Savings | | | 110,296.18 | £10,296.1 | | \$10,296.18 | | Tatch Name | | ARCONNENSABLE | Renth 3 | 9 | onpiely A 1165 | 000 | 06/22/2028 | 96.00 | 42.00 | Screb.led | San |
| | | | | | | | | | | | | ANDODRAVIALE | Batch 4 | | tongony A Theat | 005 | 46-22-2018 | 48.00 | 40.00 | Rowshite. | Lans |
| \$20252 | | Checking | | | 42,658.22 | \$142,658.2 | | \$142,647.78 | | Transaction (D. | | | | | | | | | | | |
| 830262 | | Savings | | 87 | 31,718.54 | \$131,718.5 | 4 | \$131,718.54 | Life Details | | | ABRORDENSAGE C | Barth 5 | | organy A 1 test | 009 | 04/22/2010 | 46.00 | 40.00 | Scheluled | Ces |
| 10110 | | Checking | | \$19,4 | 197,510.75 | \$19,497,510.7 | 5 | \$19,498,585.75 | Life Datails | SEC Code | | Antoneovisies C | Date: N | - | integraty A 1 test | 009 | 99/22/2019 | 46.00 | 40.03 | Scheduled. | San |
| - | | Phanting. | | - | | P246.687.6 | | | The Products | M | * | ARCOLUMNER | Ballo 7 | | Impary A 1 test | 009 | 01/23/2028 | 46.00 | 40.00 | DOUDAN | Lan |
| | | | | | | | | | III Account List | Debit Amount Specific Amount | | ADDODDOTONIA C | Barris I. | | ompore A 1 text | | W-12-2524 | 46.00 | 10.00 | D.Nellard | |
| | | | | | | | | | | 10000 10000 | | | | | | | | | | | |
| Payme | nts Pending Ap | proval Trans | fler (0) Loan Payment (0 | 0 Wire (0) A | ACH (S) | | | | | Confit Amount | | NROOMENSERIES | Barch 9 | | onguny A. 1 test | 000 | 04/25/2010 | 46.00 | 45.00 | B/red.led | Lete |
| | | | | | | | | | | Specific Amount | * | 2.65AREVERSONA | Barun 10 | | Intel A property | 000 | 96-12-2028 | 48.00 | 40.00 | B.Delb.Ard | Set |
| | Transaction 10-2 | Batch Name 1 | ADH Company Name 1 | MEC Gode 1 | Initiated Date 1 | Effective Date 1 | Debit Amount 1 | Oreds Amount 1 | Barbar 1 | | | ADDRESS SALES | Batton 11 | | organic A 1 test | 009 | 04/10/0514 | 4.01 | | Interdant | Cent |
| | | international | W7 Debit | 147 | | 04/27/2021 | 50.00 | 82.33 | Pending Approval | Instanted Date | | | | | | | | | | | |
| | A00000452145-1 | research | SAT DEDI | SAC | | 04/2//2021 | 00.00 | 12.00 | 0 | Specific Date | * | 2.46streamoonte | Barch 12 | | integrang ik 1 kest | 009 | 96/22/2028 | 46.00 | 6.00 | Scheduled. | Cath |
| | A0000058565-1 | test | IAT Credits | LAT . | | 04/22/2021 | 50.00 | \$5.22 | Pending Approval | ren/46'yyyr | | Americantes | Bath 13 | 5 | Company A. 1 Sect. | CCD . | 06/23/2028 | 46.00 | 40.00 | libelikel | Care |
| | macrosocia.cu | | | | | | | | 0 | Effective Date | | ADDODDODDALE | Bally 14 | | treparty A. 1 level | 000 | 06/23/2828 | 46.00 | 40.00 | Scheduled | Cent |
| | A00000432145-1 | international 1 | WT Credits | 1AT | | 04/22/2021 | 80.00 | \$5.22 | Pending Approval | specific buts | * | ANDORNOVIAD+C | | | omporte A 1 text. | | 04/12/2018 | 4.0 | | Scheduler. | |
| | | | | | | | | | 0 | mm/dd/yayy | | ANDREAMING | 840111 | | orques A 1 last. | 000 | 06/22/0508 | 400 | 40.00 | 1040.442 | Catho |
| | A0000058565-1 | fest 1 | LAT Credits | 147 | | 04/22/2021 | \$0.00 | \$2.33 | Pending Approval | | | Streamle Variag | 15 4/15 | | | | | | | | |
| | | | | | | | | | 0 | Seattle Seattle | Parant | Auron New | -7 | 1 I I | | | | | | | |
| | Height I | 1 | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | C 2022 Just Harry & Assaulates, Inc. 3 | | | | | | | | | | Contractory of | |

 My Dashbard
 Chi Hending Approval

 Moment and control tradem in the last at a tradem in the la

To Approve and/or Reject a Child Support Payment, the user must have the **Approve ACH Payments** entitlement. Approving and or Rejecting a payment can be done in multiple locations within Business Online and Mobile Banking.

1 Business Online Banking – Dashboard – Pending Approval Widget

To Approve or Reject, check the desired payment(s) and select either **Approve** or **Reject**.

2 Business Online Banking – ACH Payment Activity

To Approve or Reject, check the desired payment(s) and select either **Approve** or **Reject**. An individual payment may also be Approved or Rejected by selecting the Transaction ID.

3 Business Mobile App

Child Support Payments can be approved and/or rejected by selecting ACH from the pending payments widget on the Dashboard or by selecting ACH from the menu.

Select the desired payments then select **Approve** or **Reject**. To Approve or Reject an individual payment from the Payment Details page, select the payment from the ACH Pending Approval list.

Child Support Payments can be identified by the -C at the end of the Transaction ID

ACH Payment Activity

| 1 INTRUST Bank. | | | DASHBOAR | D ACCOUNTS | PAYMENTS | REPORTIN | G / | AD |
|----------------------------------|--|-----------------------------------|---------------------------|----------------------|-----------------------|------------|----------|------------|
| Search ACH Payment Activity (| ACH Payment Activity © | File Activity Recurring ACH Payme | ents | (| Create New Payment | 📥 Down | load | 1 |
| ACH Type: | Type to filter Q | | | | | | | |
| All Selected | Type to more | | | | | | | |
| Child Support | Transaction ID © Z Batch Name © | File Name 🗘 ACH Company Name 🗘 | SEC Code Initiated Date | e 🌣 Effective Date 🗘 | Credit Amount © Debit | Amount 🗘 S | atus © | Ac |
| Reversal | • | | | | | | | |
| Tax Payment | A00000095504-C Batch 1 | Company A 1 test | CCD | 06/22/2020 | 40.00 | | heduled | |
| All Selected 🗸 | A00000095604-C Batch 2 | Company A 1 test | CCD | 06/22/2020 | 40.00 | 40.00 Se | heduled: | <u>C</u> a |
| Batch Name: | A00000095504-C Batch 3 | Company A 1 test | CCD | 06/22/2020 | 40.00 | 40.00 Se | heduled | Ca |
| Transaction ID: | A00000095604-C Batch 4 | Company A 1 test | CCD | 06/22/2020 | 40.00 | 40.00 Se | heduled | <u>C</u> |
| | A00000095604-C Batch 5 | Company A 1 test | CCD | 06/22/2020 | 40.00 | 40.00 Se | heduled | Ca |
| SEC Code: | A00000095604-C Batch 6 | Company A 1 test | CCD | 06/22/2020 | 40.00 | 40.00 Se | heduled | Ca |
| All 💌 | A00000095504-C Batch 7 | Company A 1 test | CCD | 06/22/2020 | 40.00 | 40.00 S | heduled | Ca |
| Specific Amount | A00000095604-C Batch 8 | Company A 1 test | CCD | 06/22/2020 | 40.00 | 40.00 S | heduled | <u>C</u> a |
| | A00000095604-C Batch 9 | Company A 1 test | CCD | 06/22/2020 | 40.00 | 40.00 St | heduled | Ca |
| Credit Amount | A00000095604-C Batch 10 | Company A 1 test | CCD | 06/22/2020 | 40.00 | 40.00 Se | heduled | G |
| | A00000095604-C Batch 11 | Company A 1 test | CCD | 06/22/2020 | 40.00 | 40.00 Se | heduled | Ca |
| Initiated Date | A00000095604-C Batch 12 | Company A 1 test | CCD | 06/22/2020 | 40:00 | 40.00 Se | heduled | <u>Ca</u> |
| Specific Date mm/dd/yyyy | A00000095604-C Batch 13 | Company A 1 test | CCD | 06/22/2020 | 40.00 | 40.00 Se | heduled | Ca |
| Effective Date | A00000095604-C Batch 14 | Company A 1 test | CCD | 06/22/2020 | 40.00 | 40.00 Se | heduled | Ca |
| Specific Date 💌 | ADDODDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD | Company & Street | 220 | 06/22/2020 | 40.00 | 40.00 | hadular | |
| mm/dd/yyyy | A00000095604-C Batch 15 | Company A 1 test | CCD | 36/22/2020 | 40.00 | 40.00 Se | heduled | 53 |
| | 15 records Viewing 1-15 of 15 | | | | | | | |

1 Search ACH Payment Activity – ACH Type

Select Child Support from ACH Type dropdown to display only Child Support Payments.

2 Transaction ID

Child Support Payments display a –C at the end of the transaction ID. Select to display payment details.

Initiate Payment

| INTRUST Bank. | | | | Message Center | Notifications O | Cut-Off Times | Last Login: 03/10/2021, PAYMENTS • | 10:36 AM, CST | ADMIN |
|---|---|--|--|----------------|--|------------------|------------------------------------|---------------|-----------|
| ACH Detail: A000000122812-C | | | | | | | | 1-• | ± 0 |
| Child Support Payment 1 Recipient | | | | | | | | | ^ |
| Status Transaction ID ACH Company Name ACH Company ID | Scheduled A000000122812-C RT Child Support 123456789 | Debit Credit Frequency Effective Date Offset Account | \$0.00 \$100.25 One Time 03/15/2021 430262 | | Audit 3/10/2021 10:39:4 user 2 : Created | 17 AM : rt super | × | | |
| SEC Code Entry Description Discretionary Data Restrict Payment | CCD CSP CHILD SUPPORT | Onset Account | 430262 | | | | | | |
| Type to filter Q Pre Recipient Name ID Number State of Kansas 1234 | enote Only Hold Only Account Number | Account Type \$ | Routing Number 🗢 011103093 | | ount Prenot 100.25 | e | Hold | | Close All |
| Non-Custodial Parent First Name | *****6789 Jack Henry | Case Identifier FIPS Code | Y2FG1 111JHA | | Pay Date Employment Tern Medical Support | nination | 03/15/2021 No No | | |
| Viewing 1 of 1 Initiate Payment Cancel | | | | | | | | | |

1 Download Payment Details

Options include CSV, NACHA and PDF.

2 Initiate Payment

Select to create a new Child Support Payment. Fields are prefilled with the current payment's information.

Troubleshooting Q&A

The Frequency shows "One Time" on the Create Child Support Payment screen. Why can't I set up a recurring?

• A Pay Date is required for each Non-Custodial Parent. This date could be different from the effective date selected or could change with each payment; therefore, recurring payments are not available. However, you can initiate the same payment again from the ACH Payment Activity Page and edit any fields needed.

The Add Recipients/Review/Confirm button(s) cannot be selected?

• Verify that all required fields are completed. These button(s) will not display if any required fields are missing. Required fields are indicated by a red asterisk.

How do I search for only Child Support Payments in ACH Payment Activity?

• On the ACH Payment Activity Page, select Search ACH Payment Activity. Under the ACH Type dropdown, select Child Support then Search.