

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

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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 👻

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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

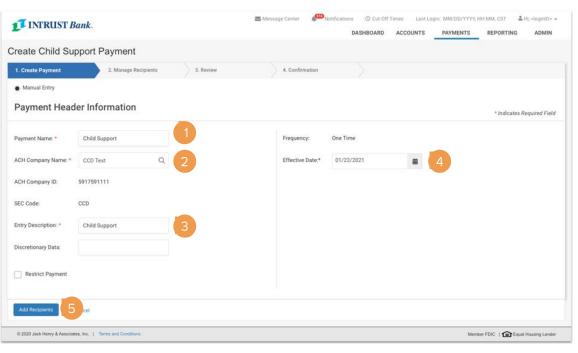
Employe

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	
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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						
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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								

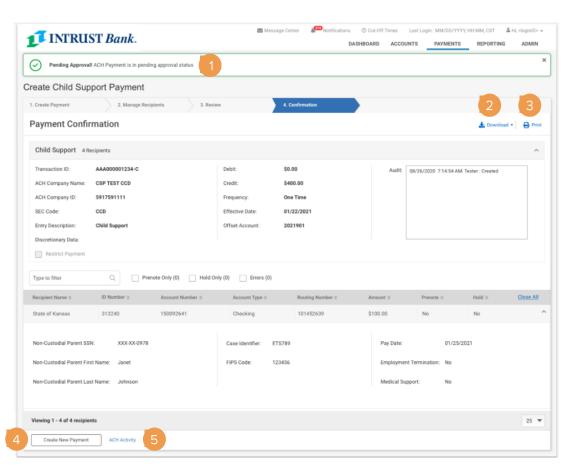
1 Offset Account

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

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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
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	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.