

KANSAS PAYMENT CENTER CHILD SUPPORT ORDER INFORMATION SHEET

Purpose: Federal law requires Kansas to process child support through a single location in the state. To insure that processing of child support payments is not delayed, the KPC must have all information listed on the form below.

Who submits the completed form: The payee's attorney shall file the completed form along with the Journal Entry with the Clerk of the District Court per Kansas Supreme Court Administrative Order No. 154.

Case Number: You must give the full, accurate Court order number, or payments may be delayed, the case number may be copied from the child support order. The case number format is as follows:

Example: SG 00 D 000123

County
(SG)Year
(00)

Case Type
(D)

Case Number
(000123)

Please call your local Clerk of the District Court if you need additional information to complete this form.

THIS FORM MUST BE ATTACHED TO THE ORDER AND FILED WITH THE CLERK OF THE DISTRICT COURT.

[illegible]