

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CSC #: \_\_\_\_\_

Dear \_\_\_\_\_:

Your financial institution returned check # \_\_\_\_\_ dated \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ for \_\_\_\_\_.

Credit for this payment has been removed. You have been placed on the Collection Services Center (CSC) recoupment system. A debt now exists for this returned payment and a bill will be mailed to you until the debt is paid in full.

To clear this debt and restore credit for this payment, you must do the following:

- Remit a payment by **cash, cashier's check, or money order** in the amount of \$«amount» only
- **Do not include** child support with this debt payment
- Make the cashier's check or money order payable to Collection Services Center  
Include the CSC account number(s) on any form of payment

Send this recoupment payment (for proper posting) to the following address:

**Collection Services Center  
ATTN: Fees Clerk  
P.O. Box 9243  
Des Moines, Iowa 50306-9243**

You should continue to remit your ongoing support payments to the Collection Services Center, P.O. Box 9125, Des Moines, IA 50306-9125. In addition, you are now required to remit support payments by electronic funds transfer\*, cash, cashier's check, or money order.

If you have any questions regarding this information, you may contact our customer service representatives at (515) 697-1550.

Sincerely,  
Collection Services Center, Accounting

\* To find out more information about this option, go to the Employers Web Site at [iowachildsupport.gov](http://iowachildsupport.gov).