

**CHILD SUPPORT SUMMARY FORM
SUPREME AND FAMILY COURT**

COMPLETE EACH FORM FOR EACH BASIC CHILD SUPPORT OBLIGATION ORDER¹

A. Court: ☐ Supreme ☐ Family

B. County: _____

C. Index# / Docket#: _____

D. Date Action Commenced:

_____/_____/_____

E. Date Judgment / Order Submitted or Signed:

_____/_____/_____

F. # of Children Subject to Child Support Order:

G. Annual Gross Income:

1. Father: \$ _____ Mother: \$ _____

H. Amount of Child Support Payment:

1. By Father: \$ _____ annually
2. By Mother: \$ _____ annually

I. Additional Child Support:

(Mark as many as appropriate)

By Father:

By Mother:

☐ Medical / Med. Ins ☐ Medical / Med. Ins
☐ Child Care ☐ Child Care
☐ Education ☐ Education
☐ Other ☐ Other

J. Did the court make a finding that the child support award varied from the Child Support Standards Act amount?

☐ Yes ☐ No

K. If answer to "J" was yes, mark court's reason(s):

☐ Financial resources of parents / child.

☐ Physical / emotional health of child: special needs or aptitudes.

☐ Child's expected standard of living had household remained intact.

☐ Tax consequences.

☐ Non-monetary contribution toward care and well-being of child.

☐ Educational needs of either parent.

☐ Substantial differences in gross income of parents.

☐ Needs of other children of non-custodial parent.

☐ Extraordinary visitation expenses of non-custodial parent.

☐ Other (specify):

L. Maintenance / Spousal Support (Mark one)

☐ None ☐ By Father ☐ By Mother

M. Value of Maintenance / Spousal Support:

\$ _____ annually

SUPREME COURT ONLY

N. Allocation of Property:

_____ % To Father _____ % To Mother

¹ Defined by FCA 413(2) and DRL §240(1-b)(b)(2): "Child Support" shall mean a sum to be paid pursuant to court order or decree by either or both parents or pursuant to a valid agreement between the parties for care, maintenance and education of any unemancipated child under the age of twenty-one years.

**NEW YORK STATE UNIFIED COURT SYSTEM
SUPPORT SUMMARY FORM: FAMILY AND SUPREME COURT**

INSTRUCTION SHEET

Prepare one report for each proposed judgment or final order granted pursuant to Article 4 or 5 of the Family Court Act and DRL §240 §236 B(9)(b) which includes a provision for child support (including modification of order).

SUBMIT COMPLETED FORM TO:

Office of Court Administration
Office of Court Research
25 Beaver Street, Room 975
New York, New York 10004

GENERAL INSTRUCTIONS: **ALL ITEMS MUST BE ANSWERED**

- If a number or amount in dollars is required and the answer is none, write 0.
- If a certain item is not applicable, write NA.
- If the information is unknown or not known by the party filling out the form, write UK.
- "mm/dd/yy" means "month/day/year".

SPECIAL INSTRUCTIONS FOR PARTICULAR ITEMS:

- G. Use gross income figures from the last complete calendar year. Do not include maintenance or child support as income.
- H. If the child support award is calculated weekly, multiply it by 52 for the annual amount; if biweekly, multiply it by 26; if monthly, multiply it by 12.
- M. If the maintenance award is calculated weekly, multiply it by 52 for the annual amount; if biweekly, multiply it by 26; if monthly, multiply it by 12. If the maintenance award calls for decreasing or increasing amounts (for example, a certain amount for five years and half that amount for another three years), then provide the average of the awards (total amount for all years divided by the number of years).

NOTE: THIS INFORMATION IS CONFIDENTIAL AND WILL BE USED FOR STATISTICAL PURPOSES ONLY. IT WILL BE RETAINED IN THE CASE FILE.

Pursuant to an Order of the Chief Administrator of the Courts in each of the counties listed below this form UCS-111A must be completed for each final order granted pursuant to Article 4 or 5 of the Family Court Act and DRL §236B, §240 and §246. It includes questions required pursuant to Judiciary Law §216. Additional data is being collected for the New York State Law Revision Commission which is studying New York State's maintenance laws pursuant to DRL 236B(6-a). Identifying information will not be made public; data will be reported in aggregate form only.

PLEASE PRINT ALL WRITTEN ANSWERS.

 Westchester

MO	DAY		YEAR	
<input type="radio"/> JAN				
<input type="radio"/> FEB				
<input type="radio"/> MAR	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0
<input type="radio"/> APR	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1
<input type="radio"/> MAY	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2
<input type="radio"/> JUNE	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3
<input type="radio"/> JULY		<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4
<input type="radio"/> AUG		<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5
<input type="radio"/> SEPT		<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6
<input type="radio"/> OCT		<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7
<input type="radio"/> NOV		<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8
<input type="radio"/> DEC		<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9

☐ Uncontested

PAGE 1

4. For Final Maintenance Awards Only:

4a. Begin date

MO	DAY	YEAR
<input type="radio"/> JAN		
<input type="radio"/> FEB		
<input type="radio"/> MAR	0 0	0 0
<input type="radio"/> APR	1 1	1 1
<input type="radio"/> MAY	2 2	2 2
<input type="radio"/> JUNE	3 3	3 3
<input type="radio"/> JULY	4 4	4 4
<input type="radio"/> AUG	5 5	5 5
<input type="radio"/> SEPT	6 6	6 6
<input type="radio"/> OCT	7 7	7 7
<input type="radio"/> NOV	8 8	8 8
<input type="radio"/> DEC	9 9	9 9

4b. Fixed end date (if any)

MO	DAY	YEAR
<input type="radio"/> JAN		
<input type="radio"/> FEB		
<input type="radio"/> MAR	0 0	0 0
<input type="radio"/> APR	1 1	1 1
<input type="radio"/> MAY	2 2	2 2
<input type="radio"/> JUNE	3 3	3 3
<input type="radio"/> JULY	4 4	4 4
<input type="radio"/> AUG	5 5	5 5
<input type="radio"/> SEPT	6 6	6 6
<input type="radio"/> OCT	7 7	7 7
<input type="radio"/> NOV	8 8	8 8
<input type="radio"/> DEC	9 9	9 9

4c. When does final maintenance terminate?

- ☐ Remarriage
☐ Death
☐ Other, explain _____

STATUS OF SPOUSES

5. Is husband currently employed?

☐ Yes – Specify Occupation: _____

☐ No – Years not employed: ☐ Less than 1 ☐ 1 – 5 ☐ 6 – 10 ☐ More than 10

6. Is wife currently employed?

☐ Yes – Specify Occupation: _____

☐ No – Years not employed: ☐ Less than 1 ☐ 1 – 5 ☐ 6 – 10 ☐ More than 10

7. Current health status of husband:

☐ Good ☐ Fair ☐ Poor

8. Current health status of wife:

☐ Good ☐ Fair ☐ Poor

CHILDREN AND CHILD SUPPORT

9. Are there un-emancipated children either born to or adopted by both parents before or during the marriage?

☐ Yes → continue to 9a.

☐ No → skip to 11

9a. How many live majority of time with father?

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ More than 5

9b. How many live majority of time with mother?

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ More than 5

9c. How many share equal time with both parents?

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ More than 5

10. Annual child support obligation:

☐ By father

☐ By mother

☐ None → Skip to Question 11

10a. Annual child support amount \$ _____ . Mark appropriate response below

☐ Less than \$ 15,000

☐ \$ 25,000 - \$ 49,999

☐ \$ 75,000 - \$ 99,999

☐ \$150,000 or more

☐ \$ 15,000 - \$ 24,999

☐ \$ 50,000 - \$ 74,999

☐ \$100,000 - \$149,999

10b. Number of children subject to the child support order.

☐ 0

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ More than 5

10c. Additional Child Support Obligations. Mark all that apply.

☐ None

☐ Education

☐ Child Care

☐ Other

☐ Medical/Medical Insurance

10d. Did the court make a finding that the child support award varied from the Child Support Award Act amount?

☐ Yes → Mark all that apply

☐ No → Skip to 11

☐ Financial resources of parents/child

☐ Educational needs of either parent

☐ Physical/emotional health of child:
special needs or aptitudes

☐ Substantial differences in gross income of parents

☐ Child's expected standard of living had
household remained intact

☐ Needs of other children of non-custodial parent

☐ Tax consequences

☐ Extraordinary visitation expenses of non-custodial parent

☐ Non-monetary contribution toward
care and well-being of child

☐ Other, specify: _____

**PROPERTY, DEBT, FINANCIAL
OBLIGATIONS AT TIME OF FINAL ORDER**

For questions 11, 12, 13 and 14a write in the dollar amount and also mark the correct summary category. If the item does not apply or there was no value mark 0.

0. Zero/None

a. \$ 1 - \$ 14,999

b. \$ 15,000 - \$ 24,999

c. \$ 25,000 - \$ 49,999

d. \$ 50,000 - \$ 74,999

e. \$ 75,000 - \$ 99,999

f. \$100,000 - \$149,999

g. \$150,000 - \$500,000

h. More than \$500,000

11. Individual Income and Property:

		Husband's	Wife's
Annual gross income	Amount	\$ _____	\$ _____
	Category	<input type="radio"/> 0 <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e <input type="radio"/> f <input type="radio"/> g <input type="radio"/> h	<input type="radio"/> 0 <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e <input type="radio"/> f <input type="radio"/> g <input type="radio"/> h
Value of property not divided	Amount	\$ _____	\$ _____
	Category	<input type="radio"/> 0 <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e <input type="radio"/> f <input type="radio"/> g <input type="radio"/> h	<input type="radio"/> 0 <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e <input type="radio"/> f <input type="radio"/> g <input type="radio"/> h

**12. Divided Property and Debt
Not including marital home.**

		Awarded to Husband	Awarded to Wife
Value of divided property	Amount	\$ _____	\$ _____
	Category	<input type="radio"/> 0 <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e <input type="radio"/> f <input type="radio"/> g <input type="radio"/> h	<input type="radio"/> 0 <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e <input type="radio"/> f <input type="radio"/> g <input type="radio"/> h
Value of divided debt	Amount	\$ _____	\$ _____
	Category	<input type="radio"/> 0 <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e <input type="radio"/> f <input type="radio"/> g <input type="radio"/> h	<input type="radio"/> 0 <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e <input type="radio"/> f <input type="radio"/> g <input type="radio"/> h

0. Zero/None
a. \$ 1 - \$ 14,999
b. \$ 15,000 - \$ 24,999

c. \$ 25,000 - \$ 49,999
d. \$ 50,000 - \$ 74,999
e. \$ 75,000 - \$ 99,999

f. \$100,000 - \$149,999
g. \$150,000 - \$500,000
h. More than \$500,000

13. Other financial obligations. Mark all that apply.

- ☐ Husband to wife \$ _____ (0 a b c d e f g h)
- ☐ Wife to husband \$ _____ (0 a b c d e f g h)
- ☐ Husband - child support other children \$ _____ (0 a b c d e f g h)
- ☐ Wife - child support other children \$ _____ (0 a b c d e f g h)

14. Was marital home ☐ Owned → Continue to 14a ☐ Rented → Skip to 15

14a. Equity in the home at date of valuation or divorce.

\$ _____ (0 a b c d e f g h)

14b. If home was/will be sold, state allocation: _____ % to Husband _____ % to Wife

14c. If home will be sold after occupancy, what is the duration of occupancy?

- ☐ Up to 3 years
☐ 4 to 5 years
☐ 6 to 10 years

☐ Other, state number of years and/or explain: _____

14d. If not sold, how was marital home divided?

	Husband	Wife	Joint
ownership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
mortgage assumed by	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
costs of property maintenance assumed by	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
occupancy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. Was a professional license or degree divided? ☐ Yes → Continue to 15a ☐ No

15a. Type of license

- ☐ Medical ☐ Attorney ☐ Other

15b. Value of license

\$ _____

MAIL COMPLETED FORM TO:
Office of Court Administration
Office of Court Research
25 Beaver Street, Room 975
New York, NY 10004

PLEASE DO NOT FOLD, STAPLE, FAX OR SCAN THIS FORM



New York State Case Registry Filing Form *
For Use With Child Support Orders and Combined Child and Spousal Support Orders
Payable To Other Than A Child Support Collection Unit

*Social Services Law §111-b(4)(a) and Domestic Relations Law §240(5) direct that such orders must be filed with the State Case Registry

Name of Court: _____

County Name: _____

Index Number: _____

Child Support

Payor: _____
(first) (last) (middle initial)

Social Security #: _____
(Payor)

Date of Birth: _____
(Payor)

Child Support

Payee: _____
(first) (last) (middle initial)

Social Security #: _____
(Payee)

Date of Birth: _____
(Payee)

Child #1 Name: _____
(first) (last) (middle initial)

Social Security #: _____
(Child #1)

Date of Birth: _____
(Child #1)

Child #2 Name: _____
(first) (last) (middle initial)

Social Security #: _____
(Child #2)

Date of Birth: _____
(Child #2)

Child #3 Name: _____
(first) (last) (middle initial)

Social Security #: _____
(Child #3)

Date of Birth: _____
(Child #3)

(If more children, please use additional form.)

FAMILY VIOLENCE INQUIRY

Has a Temporary or Final Order of Protection been granted on behalf of either party? ' yes ' no ' do not know

If yes, which party - ' Payor ' Payee

Has a request for confidentiality of address been granted on behalf of either party? ' yes ' no

If yes, which party - ' Payor ' Payee

***i* COUNTY OF _____**

23

Plaintiff,

CHILD SUPPORT WORKSHEET

4

5 Prepared by _____

7,8 STEP 1 MANDATORY PARENTAL INCOME ^{(b)(5)}

FATHER MOTHER

- The following items **MUST** be added if not already included in Line 1:

- A. TOTAL MANDATORY INCOME:**.....

9, 10 STEP 2 NON-MANDATORY PARENTAL INCOME

These items must be disclosed here. Their inclusion in the final calculations, however, is discretionary. In contested cases, the Court determines whether or not they are included. In uncontested cases, the parents and their attorneys or mediators must determine which should be included.

- | | | |
|---|-------|-------|
| 15. Income attributable to non-income producing assets: (b)(5)(iv)(A)..... | _____ | _____ |
| 16. Employment benefits that confer personal economic benefits: (b)(5)(iv)(B)
(Such as meals, lodging, memberships, automobiles, other)..... | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| 17. Fringe benefits of employment: (b)(5)(iv)(C) | _____ | _____ |
| 18. Money, goods and services provided by relatives and friends: (b)(5)(iv)(D) | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

B. TOTAL NON-MANDATORY INCOME:.....

11, 12 C. TOTAL INCOME (add Line A + Line B):.....

13, 14 STEP 3 DEDUCTIONS

- | | | |
|--|-------|-------|
| 19. Expenses of investment income listed on line 2: (b)(5)(ii)..... | _____ | _____ |
| 20. Unreimbursed business expenses that do not reduce personal
expenditures: (b)(5)(vii)(A)..... | _____ | _____ |
| 21. Alimony or maintenance actually paid to a former spouse: (b)(5)(vii)(B)..... | _____ | _____ |
| 22. Alimony or maintenance paid to the other parent but only
if child support will increase when alimony stops: (b)(5)(vii)(C)..... | _____ | _____ |
| 23. Child support actually paid to other children the parent
is legally obligated to support: (b)(5)(vii)(D)..... | _____ | _____ |
| 24. Public assistance: (b)(5)(vii)(E)..... | _____ | _____ |
| 25. Supplemental security income: (b)(5)(vii)(F)..... | _____ | _____ |
| 26. New York City or Yonkers income or earnings taxes actually paid:
(b)(5)(vii)(G)..... | _____ | _____ |
| 27. Social Security taxes (FICA) actually paid: (b)(5)(vii)(H)..... | _____ | _____ |

D. TOTAL DEDUCTIONS:.....

15 E. FATHER'S INCOME (Line C minus Line D):.....\$

16 F. MOTHER'S INCOME (Line C minus Line D):..... \$ _____

17 STEP 4 (b)(4)G. COMBINED PARENTAL INCOME (Line E + Line F):...\$ _____

18 STEP 5 (b)(3) and (c)(2)

MULTIPLY Line G (up to \$130,000) by the proper percentage (*insert in Line H*):

For 1 child.....17% For 3 children.....29% For 5 or more children.....35% (minimum)

For 2 children.....25% For 4 children.....31%

H. COMBINED CHILD SUPPORT:..... _____

STEP 6 (c)(2)

19 DIVIDE the noncustodial parent's amount on Line E or Line F:..... _____

20 by the amount of Line G:..... _____
to obtain the percentage allocated

21 I. to the noncustodial parent:..... %

22 STEP 7 (c)(2) J. MULTIPLY line H by Line I:..... _____

STEP 8 (c)(3)

23 K. DECIDE the amount of child support to be paid on any combined
parental income exceeding \$130,000 per year using the percentages
in STEP 5 or the factors in STEP 11-C or both:..... _____

24 L. ADD Line J and Line K:..... _____

This is the amount of child support to be paid by the non-custodial parent to the custodial parent for all costs of the children, except for child care expenses, health care expenses, and college, post-secondary, private, special or enriched education.

STEP 9 SPECIAL NUMERICAL FACTORS

CHILD CARE EXPENSES

25 M. Cost of child care resulting from custodial parent's:

☐ seeking work (c)(6)[discretionary] ☐ working ☐ attending elementary education

☐ attending secondary education ☐ attending higher education

☐ attending vocational training leading to employment: (c)(4)..... _____

26 N. MULTIPLY Line M by Line I:..... _____

This is the amount the non-custodial parent must contribute to the custodial parent for child care.

HEALTH EXPENSES (c)(5)

27 O. Reasonable future health care expenses not covered by insurance:..... _____

28 P. MULTIPLY Line O by Line I: _____

This is the amount the non-custodial parent must contribute to the custodial parent for health care or pay directly to the health care provider.

29 Q. EDUCATIONAL EXPENSE, if appropriate, see STEP 11(b) (c)(7) _____

STEP 10 LOW INCOME EXEMPTIONS (d)

30 R. INSERT amount of noncustodial parent's income from Line E or Line F:.. _____

31 S. ADD amounts on Line L, Line N, Line P and Line Q
(This total is "basic child support"):..... _____

32 T. SUBTRACT Line S from Line R:..... _____

If Line T is more than the self-support reserve*, then the low income exemptions do not apply and child support remains as determined in Steps 8 and 9. **If so, go to Step 11.**

If Line T is less than the poverty level†, then

33 U. INSERT amount of non-custodial parent's income from Line E or Line F:..... _____

34 V
Self-support reserve: _____

35 W. SUBTRACT Line V from Line U: _____

If Line W is more than \$300 per year, then Line W is the amount of basic child support. If Line W is less than \$300 per year, then basic child support must be a minimum of \$300 per year.

If Line T is less than the self-support reserve* but more than the poverty level†, then

36 X. INSERT amount of noncustodial parent's income from Line E or Line F:..... _____

37 Y. Self-support reserve:..... _____

*The self-support reserve. This figure changes on April 1 of each year. The current self-support reserve is 135% of the office Federal poverty level for a single person household as promulgated by the U.S. Department of Health and Human Services.

†The poverty level. This figure changes on April 1 of each year. The current Federal poverty level for a single person household in any year is as promulgated by the U.S. Department of Health and Human Services.

38 Z. SUBTRACT Line Y from Line X:..... **_____**

If Line Z is more than \$600 per year, then Line Z is the amount of basic child support.
If Line Z is less than \$600 per year, then basic child support must be a minimum of \$600 per year.

STEP II NON-NUMERICAL FACTORS

(a) NON-RECURRING INCOME *(e)*

A portion of non-recurring income, such as life insurance proceeds, gifts and inheritances or lottery winnings, may be allocated to child support. The law does not mention a specific percentage for such non-recurring income. Such support is not modified by the low income exemptions.

(b) EDUCATIONAL EXPENSES *(c)(7)*

New York's child support law does not contain a specific percentage method to determine how parents should share the cost of education of their children. Traditionally, the courts have considered both parents' complete financial circumstances in deciding who pays how much. The most important elements of financial circumstances are income, reasonable expenses, and financial resources such as savings and investments.

(c) ADDITIONAL FACTORS *(f)*

The child support guidelines law lists 10 factors that should be considered in deciding on the amount of child support for:

- P combined incomes of more than \$130,000 per year or
- P to vary the numerical result of these steps because the result is "unjust or inappropriate". However, any court order deviating from the guidelines must set forth the amount of "basic child support" (Line S) resulting from the Guidelines and the reason for the deviation.

These factors are:

1. The financial resources of the parents and the child.
2. The physical and emotional health of the child and his/her special needs and aptitudes.
3. The standard of living the child would have enjoyed if the marriage or household was not dissolved.
4. The tax consequences to the parents.
5. The non-monetary contributions the parents will make toward the care and well-being of the child.
6. The educational needs of the parents.
7. The fact that the gross income of one parent is substantially less than the gross income of the other parent.
8. The needs of the other children of the non-custodial parent for whom the non-custodial parent is providing support, but only (a) if Line 23 is not deducted; (b) after considering the financial resources of any other person obligated to support the other children; and (c) if the resources available to support the other children are less than the resources available to support the children involved in this matter.
9. If a child is not on public assistance, the amount of extraordinary costs of visitation (such as out-of-state travel) or extended visits (other than the usual two to four week summer visits), but only if the custodial parent's expenses are substantially reduced by the visitation involved.
10. Any other factor the court decides is relevant.

NON-JUDICIAL DETERMINATION OF CHILD SUPPORT *(h)*

Outside of court, parents are free to agree to any amount of support, so long as they sign a statement that they have been advised of the provisions of the child support guidelines law, the amount of “basic child support” (Line S) resulting from the Guidelines and the reason for any deviation. Further, the Court must approve any deviation, and the court cannot approve agreements of less than \$300 per year. This minimum is not per child, meaning that the minimum for 3 children is \$300 per year, not \$900 per year. In addition, the courts retain discretion over child support.

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Plaintiff’s Signature

(The name signed must be printed beneath)

Subscribed and Sworn to
before me on

NOTARY PUBLIC

CHILD SUPPORT WORKSHEET (Form UD-8):

The Plaintiff must submit this document where there are unemancipated children of the marriage (children under the age of 21 who are supported by a parent or guardian). It lists the amount of child support that must be paid to the custodial parent by the non-custodial parent. If you have a Family Court order that directs the payment of a specified amount of child support, you do not have to fill in this worksheet. A copy of that order must be submitted with your papers.

This form requires you to list financial information. You may use a tax return, pay stub, W-2 or any financial document that will assist you in completing the form. You may also use other information that you have to assist you. For example, if the Defendant was earning \$20,000 per year at the time you separated or if you know someone with the same job making \$20,000, you should list that amount and state the source of your information in Field 7 or Field 8.

If you do not know the Defendant's income at present, write the number 0 in all relevant sections with the word "unknown" next to that amount. Fill out the remainder of the form to the best of your ability. When you reach Field 35, you will be receiving \$300 per year, the statutory minimum. You may return to this Court or the Family Court should you learn Defendant's income at a later date. The Defendant may also return to court to show that he/she cannot pay this minimum amount.

Although this document looks complicated, a careful, step-by-step approach should help you complete it properly and without too much trouble. When things become complicated, examples will be given. You should complete this form before you prepare the summons, so that you can give the Defendant the required notice as to the amount of child support demanded or offered, as the case may be. It may help to read through the form before you begin. All statutory references in the form are to Domestic Relations Law Section 240(1-b).

Field 1: Insert the county in which you are bringing the action.

Field 2: Print the Plaintiff's name.

Field 3: Insert the index number assigned to the action.

Field 4: Print the Defendant's name.

Field 5: Insert the Plaintiff's name. Please note that in some cases the Defendant prepares this form; if so, put the Defendant's name here.

Field 6: Check the appropriate box to show whether the Plaintiff or the Defendant is signing this document. This check will correspond to field 5.

Field 7: Insert the father's annual gross income (before taxes) in Item number 1. If the father has income listed in Items 2-14 that he does not include in Item number 1, then put that yearly dollar amount next to the appropriate numbered category. Add up all of the items to get the "total mandatory income". Here are two examples:

* Example One: The father is a truck driver who earns \$30,000 per year, which is his total income. Put \$30,000 in the blank next to number 1. Put -0- in the blanks next to numbers 2-14. The total mandatory income is \$30,000.

* Example Two: The father is a teacher and earns \$30,000 per year but also receives a \$10,000 pension from a prior profession. Put \$30,000 in the blank next to number 1; put \$10,000 in the blank next to number 8, and put -0- in all the other blanks. The total mandatory income is

\$40,000.

Field 8: List the mother's total income in the same way that the father's income was stated.

Field 9: Insert the father's non-mandatory income. The form designates various kinds of non-mandatory income. If there is any income of this nature, you must list it. If there is none, the total is -0-.

Field 10: List the mother's total non-mandatory income.

Field 11: This is the total of Field 7 and Field 9.

Field 12: This is the total of Field 8 and Field 10.

Field 13: List the father's total deductions. These deductions are itemized in numbers 19 to 27. The deductions used most often are: number 26 (New York City or Yonkers income tax) and number 27 (Social Security taxes). Read each item to see which deductions apply, then total all the father's deductions and put that figure in line D (Total Deductions). Remember, these figures are yearly totals.

Field 14: List the mother's total deductions.

Field 15: List the father's adjusted income - his total gross income from field 11 minus his total deductions from field 13.

Field 16: List the mother's adjusted income - her total gross income from field 12 minus her total deductions from field 14.

Field 17: Insert the combined income of both the father and the mother. Add field 15 and Field 16.

Field 18: Insert the combined child support of the mother and the father. To find the correct amount, multiply the combined income in field 17 by the appropriate percentage listed in field 18. (If the combined income in field 17 is over \$130,000, then disregard the amount exceeding \$130,000 for now and multiply the appropriate percentage by \$130,000).

* For Example: If the father's adjusted income is \$30,000 (field 15) and the mother's adjusted income is \$20,000 (field 16), then their combined income is \$50,000 (field 17). Suppose there is one child. Looking at field 18, you see: For 1 child...17%. You multiply $\$50,000 \times 17\% = \$8,500$. You now have the combined child support of \$8,500; this number will be put in field 18.

Field 19: Insert the non-custodial parent's income. To do this, take the adjusted income of the person who does not have the child and insert this (either field 15 or field 16) in field 19.

Field 20: Insert the combined income. Whatever is in field 17 will be repeated in field 20.

Field 21: This amount is the result of simple division. Divide the non-custodial income (field 19) by the combined parental income (field 20) to arrive at a percentage - sometimes called "the prorated share".

* For Example: Suppose the father is the non-custodial parent; his adjusted income is \$30,000, and the mother's income is \$20,000. The combined income is \$50,000. You divide \$30,000 [non-custodial parent's income] by \$50,000 [Combined income]. $\$30,000 / \$50,000 = .60$ or 60%. Put this percentage in field 21. This percentage is important, because it will be used later to determine

obligations of the non-custodial parent.

Field 22: Multiply the combined child support (field 18) times the non-custodial parent's percentage [prorated share] (field 21) and insert the result in field 22. This is the non-custodial parent's share of the total child support.

* For Example: Using the figures in the last two examples, $\$8,500 \times 60\% = \$5,100$.

Field 23: Insert the amount of child support on the amount over \$130,000. Look at Step 11 of the Child Support Worksheet to see what factors might affect the child support on amounts over \$130,000. Some people decide to simply use the same formula that was used in field 22 and hope the court goes along with that.

Field 24: Insert the sum of field 22 and field 23.

Field 25: Insert the cost of child care for certain items. If you pay for any of those items, put a check in the appropriate box and place the total annual expense in field 25.

Field 26: Insert the non-custodial parent's share of the child care check in field 25. To do this, multiply the total child care expense (field 25) by the non-custodial parent's prorated share (field 21), and put the number in field 26.

* For Example: If field 21 is 60% and field 25 is \$1,000 then field 26 would be $\$1,000 \times 60\% = \600 .

Field 27: Insert the amount for future annual health care expenses not covered by insurance.

Field 28: Insert the non-custodial parent's share of the health care as listed in field 27. To do this, multiply the total future health care expenses in field 27 by the percentage in field 21.

Field 29: List the annual amount for educational expense. Use Step 11(b) as a guide to decide if it is appropriate to put any amount in field 29.

Field 30: Insert the non-custodial parent's income. This is the same amount that is in field 19.

Field 31: Insert the total amount of support, child care, future health care and educational expense attributable to the non-custodial parent. This field is the addition of field 24 + field 26 + field 28 + field 29.

Field 32: Field 32 = field 30 - field 31. This amount is used to determine whether or not the low income exemptions apply to this case. If the deduction from the non-custodial parent's income of child support, child care, future health care and educational expense brings his income below poverty level or below the self-support reserve, then a different formula, as determined by fields 33-36, is used to determine the appropriate child support.

To see whether you have to use that different formula in fields 33-36, you first have to determine what are the poverty level and the self-support reserve. Every April 1st the poverty level as well as the self support reserve changes. You may obtain the most current figures from the Child Support Standards Chart, which is available from the Supreme Court Clerk's Office. On April 1, 1999, the poverty level was \$8,240 and the self-support reserve was \$11,124 (135% of the poverty level).

Now you can see whether any of the low income exemptions apply. There are three possibilities. First -- If the figure you get in field 32 is larger than the self-support reserve, then you are

finished with this form except for signing and notarization. Second -- If the figure you get in field 32 is less than the poverty level, then you must complete field 33 and field 34 before you are finished. Third -- If the figure you get in field 32 falls between the poverty level and the self-support reserve, skip field 33 and field 34 and move on to field 35 and field 36.

Field 33: List the adjusted income of the non-custodial parent as set forth in field 30, but only when field 32 is below the poverty level. Otherwise, skip this field.

Field 34: Insert the amount of the self-support reserve, as calculated using the instructions in the footnotes at the bottom of page four of the form.

Field 35: This amount is the remainder after subtracting the self-support reserve (field 34) from the non-custodial parent's income (field 33). If the amount on field 34 is greater than \$300, then the correct child support is field 34. If the amount in field 34 is \$300 or less, then the correct child support is \$300 per year. Keep in mind that the amount on field 34 may be less than \$0, which occurs when the non-custodial parent's income is less than the self support reserve. Treat any figure below \$0 as \$0. As noted, that will result in child support of \$300 per year.

Field 36: List the adjusted income of the non-custodial parent as set forth in field 30, but only when field 32 was below the self support reserve and above the poverty level. Otherwise skip this field.

Field 37: Insert the amount of the self-support reserve, as calculated using the instructions in the footnotes at the bottom of page four of the form.

Field 38: Insert the remainder after subtracting the self-support reserve (field 37) from the non-custodial parent's income (field 36). If the amount in field 36 is greater than \$600, then the correct child support is field 36. If the amount in field 36 is \$600 or less, then the correct child support is \$600 per year.

It is strongly advised that you attach to this document the latest income tax returns, W-2's, 1099's, pay stubs -- or whatever documentation you have -- to substantiate the amounts you state in this form.

Field 39: Plaintiff must sign this document. If the defendant prepared this document, then the defendant signs it. This form must be signed and sworn to before a notary public.