

Department of Health and Human Services
Administration for Children and Families
Office of Child Support Enforcement

e-IWO Electronic Income-Withholding Orders

**Agreement to Receive Electronic Income Withholding Orders/Notices
For Employers/Companies/Agencies/Payroll Processors or Payroll Agents**

By completing and providing the information contained in the “Employer/Payroll Processor e-IWO Profile Form”, the employer, company or government agency agrees that it will:

- Electronically receive income withholding orders/notices issued by a State, Tribe or Territory.
- Not impersonate any individual, entity or association, use false headers or otherwise conceal or provide misleading information about my identity while receiving income withholding orders/notices electronically.
- Provide true, accurate, current and complete information about the entity identified in the “Profile Form”.
- Receive, handle and process income withholding orders/notices electronically transmitted in the same manner as if they were received via regular mail; and that any electronic income withholding orders received shall be considered records generated during the ordinary course of business; and the electronic income withholding orders received shall be considered admissible as evidence in same manner as paper documents.
- Provide written notice to the Federal Office of Child Support Enforcement, at least 30 days in advance, of its intent to no longer accept electronic income withholding orders.

Agree Disagree

EMPLOYER/PAYROLL PROCESSOR e-IWO PROFILE FORM

GENERAL INFORMATION

Start Date:	
Type of Data Exchange Partner:	<input type="checkbox"/> Employer <input type="checkbox"/> Payroll Processor
Federal Employer Identification Number (FEIN):	<input type="checkbox"/> (1) Entity with a single FEIN: <input type="checkbox"/> (2) Entity with multiple FEINs†: <input type="checkbox"/> (3) Employer with payroll provider – provider’s FEIN: <small>† Register one FEIN as the “Parent” in line (2) and contact the e-IWO coordinator regarding the submission of additional FEINs.</small>

ADDRESS INFORMATION

Company Name:	
Address Line 1:	
Address Line 2:	
City:	
State:	
Postal Code:	
Country:	USA

BUSINESS CONTACT INFORMATION

Contact Name:			
Contact Phone Number:		Extension:	
Contact Fax Number:			
Contact e-Mail:			

TECHNICAL CONTACT INFORMATION

Contact Name:			
Contact Phone Number:		Extension:	
Contact Fax Number:			
Contact e-Mail:			

EMPLOYER/PAYROLL PROCESSOR e-IWO PREFERENCES

FILE INFORMATION	
Sending/Receiving Zipped Files:	<input type="checkbox"/> Yes <input type="checkbox"/> No
File Format Being Used:	<input type="checkbox"/> Flat File <input type="checkbox"/> XML Flat File Extension: <input type="checkbox"/> TXT <input type="checkbox"/> Other Specify "Other" extension:
Receive Orders in PDF Format:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receive Notifications for Acknowledgements:	<input type="checkbox"/> Always <input type="checkbox"/> Only When Errors
Encrypt Files When Dropping Off:	<input type="checkbox"/> Yes <input type="checkbox"/> No (OCSE uses GPG)
FILE NAMING CONVENTIONS	
Incoming State Order Files:	<input type="checkbox"/> OCSE/Portal Naming Convention (Ex.: 123456789.RSI.200708060115087.0000.txt) <input type="checkbox"/> Employer Naming Convention File Name: <i>(Must be a unique constant name – cannot be variable.)</i>
Incoming Result/Notification Files:	<input type="checkbox"/> OCSE/Portal Naming Convention (Ex.: 123456789.NEA.200708060115087.0000.txt) <input type="checkbox"/> Employer Naming Convention File Name: <i>(Must be a unique constant name – cannot be variable.)</i>
Outgoing Employer Receipt Files:	<input type="checkbox"/> OCSE/Portal Naming Convention (Ex.: 123456789.REC.200708060115087.0000.txt) <input checked="" type="checkbox"/> Employer Naming Convention File Name: <i>(Must be a unique constant name – cannot be variable.)</i>
Outgoing Employer Acknowledgement Files:	<input type="checkbox"/> OCSE/Portal Naming Convention (Ex.: 123456789.ACK.200708060115087.0000.txt) <input checked="" type="checkbox"/> Employer Naming Convention File Name: <i>(Must be a unique constant name – cannot be variable.)</i>

