

**Payee Affidavit for Non-Monetary Receipt Instructions
for the
Clerk of the District Court
(Condensed Version)**

Use of Form:

This form is used when a Payee receives a direct payment and or wishes to waive/credit support amounts when no actual cash is received from the Payor. This Receipt will be the instrument to convey information regarding credits from the Clerk of the District Court Office to Child Support Enforcement-Finance for entry into the official case record.

Payees are encouraged to submit the form in a timely manner to the Clerk of the District Court. Delays in reporting may cause enforcement and distribution problems.

Completing the Form:

The Payee is to complete the following information:

Field 1 Request

- 1a. Name of the state where the payee is completing the Receipt.
- 1b. Name of the county where the payee is completing the Receipt.
- 1c. Payee's name.
- 1d. Payee's case number.

Field 2 Acknowledges the Payee's Receipt of Direct Payments

- 2a. Check Section A for Direct Payments.
- 2b. Type of Support, list one type of support per line, i.e. child, spousal or medical.
- 2c. Judgment No. – FOR CLERKS USE ONLY.
- 2d. Date of Payment.
- 2e. Amount of Payment.

Field 3 Acknowledges the Payee Request to Waive/Credit Support

- 3a. Check Section B to Waive/Credit support when no actual cash is received.
- 3b. Type of Support, list one type per line, i.e. child, spousal or medical.
- 3c. Judgment No. – FOR CLERKS USE ONLY.
- 3d. Date of Credit.
- 3e. Amount of Credit or All. Fill in amount of credit. Indicating “All” will waive current, delinquent arrears and interest owed as of the date listed in Field 3d, Date of Credit.
- 3f. Check box to waive ALL Interest.

Field 4 Informational

- 4a. Payee’s name and address.
- 4b. Non-Custodial Party’s name and address.

Field 5 Notary

- 5a. Date.
- 5b. Payee signs in front of notary or clerk.

Filled in by Notary or Clerk.

- 5c. Numerical date.
- 5d. Month.
- 5e. Year.
- 5f. Signature of Notary or Clerk.

Field 6 Clerks Use Only

- 6a. Payor name.
- 6b. Last four digits of Payor’s social security number.
- 6c. FIPS number.
- 6d. Court case number.

Field 7 Application of Credit. Clerks Use Only.

- 7a. Check response Y or N for your court.
- 7b. Check response Y or N for your court.
- 7c. Provide any special instructions for CSE Finance.
- 7d. Numerical date.
- 7e. Month.
- 7f. Year.
- 7g. Signature of authorized person.

Field 8 CSE Finance Use Only

- 8a. Processor's initials.
- 8b. Date.
- 8c. Target order.
- 8d. Manual distribution.
- 8e. Court Case ID.
- 8f. Bucket designation.
- 8g. Reviewed by.
- 8h. Date.
- 8i. Credit not given reason.

**MAIL FORM TO: CLERK OF THE DISTRICT COURT
575 S 10TH ST
LINCOLN, NE 68508**