

Information about the Administrative Review Process

You may request an administrative review if you believe that you do not owe the support amount provided on the enclosed **Special Notice**. This request must be in writing. You may use the form on the back of this page. Follow these three (3) steps to complete the form:

- 1. Check** (√) the appropriate boxes on the form to:
 - Identify your defense(s) and the documentation included to support your defense(s). If you provide documentation that is not listed, check the box labeled “other” and briefly describe the documentation.
 - Request a conference, if you do not have written documentation or if you need to present evidence other than written documents to support your defense(s). We will notify you of the conference date and time.
 - Request that the review be performed by the state that issued your support order, if it was not issued in New York State. We will contact the other state within ten (10) days of the receipt of your written request, and you will be notified by the other state of the time and place of your administrative review.
- 2. Provide** the following information at the bottom of the form:
 - New York Case Identifier (located on the **Special Notice**);
 - County name (located on the **Special Notice**); and
 - Your personal/contact information.
- 3. Submit** the completed form and documentation to the address shown at the top of the **Special Notice**.

You may be represented by an attorney or other person during the administrative review process.

You will receive a written decision from us saying whether or not we agree with you. Our decision will be based solely upon consideration of the SCU records, any written documentation submitted by you and, if applicable, any evidence presented at a conference which you requested. **Our written decision will be the final administrative determination.** If we decide that certification for tax refund offset/passport denial should not occur, in whole or in part, we will adjust the certification. If the offset has already occurred, we will repay you for amounts which were improperly offset. Upon receipt of the final administrative determination, you may seek judicial review of the determination pursuant to Article 78 of the New York State Civil Practice Law and Rules within the time limits provided in law.

Request For Administrative Review of the Certification of Support Owed For Tax Refund Offset/Passport Denial

BEFORE COMPLETING THIS FORM - Please read the other side of this form for information regarding an administrative review and further instructions.

Prior to submitting any written documentation or appearing at any scheduled conference, you or your representative may review Support Collection Unit payment records relating to the proposed certification and obtain a copy thereof.

I do not believe that I owe the amount of support indicated on the Special Notice. I wish to challenge the certification based on: 1) the defense(s) and documentation checked below and 2) the documentation enclosed.

1. I am not the person identified as owing support, as supported by:
 - a copy of my driver license or identification card
 - a copy of my passport or my Social Security card
 - other (identify) _____

2. I am not under court order to pay support, or my support order was vacated, terminated or never entered by the court and no support arrears/past due support is due, as supported by:
 - a copy of the court order vacating or terminating my support order
 - other (identify) _____

3. The amount shown as due is incorrect because a payment or payments I made were not credited to my account, the amount was not accurately computed, or my court order was modified, as supported by: *
 - a copy (front and back) of a cancelled check or money order that was deposited by the child support agency but not credited to my account
 - documentation that supports my claim that my support was not accurately computed
 - a copy of my court order modifying my support order or setting the amount due
 - other (identify) _____

- *If the documentation provided does not challenge the entire amount due, I am including payment for the amount I do owe and reflecting that amount on the payment coupon (attached to the Special Notice), and I am sending the payment as the billing coupon directs.

4. The New York State court order of support includes a finding of arrears and that the court has taken into account anticipated tax refunds in determining the amount of periodic payments towards those arrears, and provides that such arrears are not to be certified for the tax refund offset process, and I have made all the periodic payments, as supported by:
 - a copy of my court order supporting my claim; and,
 - a copy (front and back) of my cancelled checks or money orders proving that I have made my periodic payments; or
 - a copy of the tax refund offset letters received proving that my tax refunds were applied to my child support case.

5. I am requesting a conference to discuss this matter.

6. My support order was not issued in New York State, and I am requesting that the review be performed by the state that issued the support order.

Completed and Submitted By:

New York Case Identifier: _____ County: _____

Print Name: _____ Social Security Number: _____

Signature: _____ Phone: _____

Address: _____ Date: _____