

# ELECTRONIC PAYMENT EXEMPTION REQUEST

DCSS 0759 (10/09/2020)

Because electronic child support payments are efficient, faster and more secure, persons receiving child support payments are required to enroll for direct deposit or an electronic payment card. We realize some participants may have unique circumstances that require them to receive a paper check. To qualify for an exemption, you must meet one of the criteria below.

**To request an EXEMPTION from the paperless requirement:**

- Complete Section I of this form.
- Select the reason(s) for your exemption request in Section II.
- Return completed form and any supporting documents to:

**Email:** ElectronicPaymentExemption@dcss.ca.gov

**Fax:** (916) 636-2436

**Mail:** California Department of Child Support Services  
Operations Division  
PO Box 419064, MS-340  
Rancho Cordova, CA 95741-9064

**Please complete all fields to avoid a delay in processing your request.**

If you do not know your Participant #, call 1-866-901-3212.

SECTION I: REQUESTOR INFORMATION			
First Name	Last Name		Participant Number
Mailing Address (number and street)	City	State	Zip Code
Email Address	Phone Number (with area code)		

**SECTION II: REASON FOR EXEMPTION****Check all that apply:**

- I have a disability that creates a hardship or prevents me from accessing electronically transferred funds.
- I live and work more than 30 miles from an in-network ATM or financial institution where funds may be accessed.
- I have a religious belief that limits electronic interaction.
- I have been a victim of identity theft which creates a hardship in accessing electronically transferred funds.

**What you can expect next:**

- You will continue to receive a paper check while your request is processed.
- You will be notified within 7 business days if your request was approved.
- You will be contacted by email, phone or mail if additional information is needed.

_____	_____	_____
Print Name	Signature	Date

**PRIVACY STATEMENT**

The Information Practices Act of 1977 (California Civ. Code, §1798 et seq.) requires that notice be provided when collecting personal information from individuals. Information collected on this form is used by the California Department of Child Support Services for purposes of identification and communication regarding a Request for Electronic Payment Exemption. The information requested in Section I is used to compare with the existing child support record to verify participant status. The information requested in Section II will become a part of the child support record to document that a Request for Electronic Payment Exemption was approved in order to continue receiving paper checks. All information obtained will be protected as confidential child support information subject to the provisions of Family Code §17212.

**INTERNAL USE ONLY**

Reviewer Name: _____	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
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