Notice of Intent to Distribute Lump Sum Payments/Bonus Checks

West Virginia Bureau for Child Support Enforcement Employer Relations
350 Capitol St., Rm 147, Charleston WV 25301
Email: DHHRBCSEERU@wv.gov Phone: 304-558-4665 or 1-800-249-3778 FAX: 304-558-1487

Employer Information:

Employer Name:

FEIN:

Address:

Contact Person:

Phone:

Fax:

Email:

Employee Information:

Employee Name	Employee SSN	Lump Sum Amount	Payment Date

Income withholding orders will be faxed to the number listed above. If you have any additional questions, please call Employer Relations Unit at 304-558-4665 or 1-800-249-3778.