LUMP SUM PAYMENT MODULE



EMPLOYER GUIDE

Reporting Lump Sum Payments

Georgia New Hire Reporting Center

Attention All Employers!

Pursuant to O.C.G.A. §19-6-33, lump sum payments are considered employee income and thereby are subject to withholding to collect past due child support. Employers who have received a child support order that includes an amount for past-due support must comply with the instructions in the order.

Employers play a critical role in ensuring Georgia's children receive the support they need. When financial support is not provided, many families are forced to rely on public assistance or face economic hardship. By complying with lump sum payment reporting requirements, employers help ensure that child support reaches children in a timely and effective manner.

Contact

Georgia Lump Sum Payment Reporting Center

Website:
ga-lumpsum.com

Phone:
(888) 215-4250

Email:
contact@ga-lumpsum.com

Hours of Operation:
Monday through Friday
8:00 a.m. to 5:00 p.m. EST

On the Reverse

Reporting Basics Frequently Asked Questions Employer Resources

ga-lumpsum.com

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REPORTING BASICS

What are my responsibilities as an employer/income payer? *As a registered employer (or income payer) with the State of Georgia, you are responsible for reporting lump sum payments on behalf of employees to the Georgia Department of Human Services (DHS), c/o the Georgia Lump Sum Payment Reporting Center, prior to distribution.*

FREQUENTLY ASKED QUESTIONS

Do I need to report upcoming lump sum payments for all employees or only those with a pre-established IV-D case? *Your responsibility to report upcoming lump sum payments is inclusive of all employees, regardless of IV-D case status.*

What constitutes a "Lump Sum Payment?" *O.C.G.A. §19-6-33 defines a "Lump Sum Payment" as follows: "'Earnings' shall be constructed to mean compensation paid or payable for personal services, whether denominated as wages, salary, commission, bonus or otherwise, and includes periodic payments pursuant to pension or retirement programs or insurance policies of any type and includes unemployment compensation."*

Is there a threshold amount that needs to be met for reporting purposes? *All lump sum payments meeting or exceeding the established threshold of $500 are to be reported.*

How do I know whether Consumer Credit Protection Act (CCPA) limitations apply to lump sum payment amounts? *Georgia DHS is not entitled to the entirety of the lump sum payment. The CCPA places limits on the percentage withheld from an employee's lump sum. If you received a "Notice of Garnishment", the maximum percentage allowed will be listed on page two. If this individual has not been or is no longer employed by you, please advise us immediately via the contact methods listed on the first page.*

What information will be used to report a lumpsum? *Employees' last names and Social Security Numbers can be entered into the system interface via "Interactive Lookup" or using our Batch Upload process. Match results are instantaneous, so you know in real time if there is a match for your employee.*

How will I know whether I can release the money? *The Georgia Lump Sum Payment Reporting Center can let you know in real time whether you can make a lump sum payment to an employee using our Interactive Lookup tool. If an "Order to Withhold and Deliver" was served on the employer, the employer must hold the lump sum for 20 days. (O.C.G.A. § 19-11-19(g)).*

If money is owed, will the State issue an Income Withholding Order, an administrative lien, or some other type of legal filing? *If money is owed by an employee for past-due child support, a "Notice of Garnishment" will be issued to the employee's employer/income payor. Employers must comply with the instructions outlined within this legal document.*

Who do I contact if I have questions about the process? *If you have any questions about the process or require any assistance with your Lump Sum Payment Module registration, please contact the Georgia Lump Sum Payment Reporting Center via email at contact@ga-lumpsum.com or directly by phone at (888) 215-4250. All inquiries will be returned no later than twenty-four (24) hours after receipt.*

EMPLOYER RESOURCES

Please visit the Georgia Lump Sum Employer Resources section on ga-lumpsum.com to access additional information for your organization.