

**441—97.5(252D) Electronic transmission of payments.** Payors of income must electronically transmit to the collection services center the amounts withheld under an income withholding order.

**97.5(1) *Thresholds for electronic funds transmission.*** A payor of income must transmit payment through electronic funds transmission if either of the following applies:

- a. The payor of income employs 100 or more employees and uses an agent for payroll processing.
- b. The payor of income employs 200 or more employees.

**97.5(2) *Use of the website.*** Unless paragraph 97.4(2)“b” applies, a payor of income required to use electronic funds transmission under subrule 97.5(1) may elect to submit payments electronically by using the website if the payor of income determines that using electronic funds transmission would cause undue hardship.

**97.5(3) *Implementing electronic funds transmission.*** A payor of income implementing electronic funds transmission shall complete all the following in advance of transmitting payments electronically:

- a. Contact child support services to obtain file layout and case reconciliation information.
- b. Provide to the collection services center:
  - (1) The contact information for the person responsible for electronic funds transmission for the payor of income or the payor of income’s agent for payroll processing;
  - (2) The contact information for the person responsible for payroll accounts for the payor of income or the payor of income’s agent for payroll processing;
  - (3) The name and address of the authorized financial institution from which the payment will be withheld; and
  - (4) A sample file layout in a NACHA-approved child support format and, if necessary, a test file in a NACHA-approved child support format.
- c. If needed upon review by the collection services center:
  - (1) Make corrections to the file layout to meet a NACHA-approved child support format, and
  - (2) Provide a corrected copy to the collection services center for review.
- d. Upon approval of the file layout by the collection services center, provide an implementation date before the first submission of payment through electronic funds transmission.

**97.5(4) *Maintaining information and file format after implementation.*** A payor of income that has implemented electronic funds transmission shall:

- a. Transmit both payment amounts and detailed information records in accordance with a NACHA-approved child support format.
- b. Advise the collection services center of a payment error within two business days.
- c. Provide the collection services center ten working days’ advance notice when changing between NACHA-approved child support formats.
- d. Correct case number or file problems identified by the collection services center before sending any additional files.

**97.5(5) *Exemption from electronic transmission.*** To avoid undue hardship, a payor of income that has fewer than 200 employees or a payor of income that has fewer than 100 employees and uses an agent for payroll processing is exempt from using electronic transmission unless subrule 97.4(2) applies.

[ARC 8963C, IAB 2/19/25, effective 4/1/25]