# 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: 304-558-1134 or 1-800-835-4683 FAX: 304-558-1503

## 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 304-558-1134 or 1-800-835-4683.