

INSTRUCTION FOR CHILD SUPPORT ORDER ADDENDUM

Instructions: This form is for use at the end of your case. It is to be attached to the final order. All parts of this Addendum must be completed and it must be attached to all final orders and judgments determining the amount of child support. However, it is not required for orders on contempt motions.

First Section: You must check one of the boxes. Check the first box if the other parent is going to sign this agreement. Check the second box if there is no agreement.

1. **Gross Income** – In the first space, enter the Petitioner’s gross monthly income before taxes or any deductions. In the second space, enter the Respondent’s gross monthly income before taxes or any deductions.
2. **Children** – Enter the number of children at issue in this case where indicated, in the first blank. Then list the names and years of birth for each of the children at issue.
3. **Attachments** – Attach your completed Child Support Worksheet.
4. **Child Support Amount** – In the first space, enter the name of the person who will be paying child support (You can use the terms “Petitioner”, “Respondent”, another clear designation or the person’s full name.) In the second space enter the name of the person who will be receiving the child support. In third space enter the monthly amount of child support that will be paid followed by the date the payments will start.
5. **Duration of Child Support** - You must check **one** of the paragraphs. Paragraph (a) would be the most common and standard option in most cases.
6. **Split Parenting** - A split parenting situation occurs when the parents have two or more children together, where at least one of the children spends more than 50% of the time with one parent, and at least one of the children spends more than 50% of the time with the other parent.

You must check and complete one of the paragraphs.

Check (a) if this case does not involve Split Parenting. This is the most common option.

Check (b) if this is a Split Parenting case. Separate *Child Support Worksheets* have been filed for the children living with the Petitioner and for the children living with the Respondent, and a *Child Support Order Addendum* has been entered in this action for each parent. Enter the amount of each parent’s obligation.

Note: You should consult with an attorney if you have a split parenting arrangement to make sure you are calculating the child support and completing the forms correctly.

To complete (b), you must check and complete one of the sub-paragraphs: (1), (2) or (3).

Check (1) to select a **Net Payment** – this means the parent with the higher amount to pay will pay only the difference between the two amounts. Enter the amount to be paid and who will be getting the payments..

Check (2) to select **Zero Payment** – This means the parents' child support obligations are equal and no one will pay support.

Check (3) to select **Full Payment From Each** - Each parent will pay the full amount of his or her child support obligation to the other parent.

7. **Deviation from Presumptive Amount** - You must check and complete one of the paragraphs.

Check (a) if there will be no change from the amount shown on line 9 of the Child Support Worksheet.

Check (b) if there will be a change from the amount shown on line 9 of the worksheet. Write the amount that was listed on line 9 (before the change was made).

8. **Health, Dental & Vision Insurance for Children** - You must check and complete one of the paragraphs.

Check (a) and complete the information if one parent will provide health insurance.

Check (b) if the children are on Medicaid or there is no insurance for the children. Note that when insurance has been obtained by either party, Paragraphs 8 (a)(1) and (2) shall apply.

9. **Uninsured Health Care Expenses** – On the blank spaces, enter each the name or designation (Petitioner/Respondent, Petitioner, Respondent, etc.) of each parent who will pay a portion of the uncovered health expenses for the children along with the portion they will pay.

10. **Life Insurance** You must check & complete **one** of the following paragraphs.

Check (a) if the parent paying child support will get or keep life insurance on his/her life for the benefit of the children.

Check (b) if both parents will get life insurance with the children as beneficiaries.

Check (c) if neither parent will get life insurance.

11. **Parenting Time Amounts** – enter the total number of days per year each parent will have the children under the Parenting Plan. Count all weekends, holiday time, etc. for each parent.

12. **Social Security Benefits** – You must check and complete one of the paragraphs.
Check (a) if the children do not receive social security dependent benefits from the paying parent’s social security account.
Check (b) if the children receive social security dependent benefits from the paying parent’s social security account.
13. **Modification** - You must check and complete **one** of the paragraphs.
Check (a) if there have been no prior cases involving a final order for child support.
Check (b) if was a prior child support case but there will be no change in child support now.
Check (c) if there was a prior child support case and that order will be changed. Check the options that apply.
14. **Continuing Garnishment for Child Support** – Review this paragraph and make sure that you understand it.
15. **Income Deduction Order** - An Income Deduction Order is a separate order to take the support from the paying parent’s paycheck automatically. You must check and complete one of the following paragraphs: (a), (b) or (c).]

Check (a) If there will be an Income Deduction Order entered by the Court. This is the most common option and is normally a requirement, under OCGA § 19-6-32. To finish (a), you must check either (1) or (2) in that section

Check (b) if there is an agreement not to have an Income Deduction Order.

Check (c) if the Court will order that there will be no Income Deduction Order.

Signatures - Each party should sign the document and then submit it to the Court along with a final settlement agreement. Be sure to also attach a completed Child Support Worksheet.