

Child Support Checklist

The stuff we sometimes forget about...

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1. Is the employee making mandatory pension contributions? (They are not allowed unless they are not also paying into Social Security/Medicare). If paid with pre-tax dollars, use the Pension Wizard.
2. Any Qualified Additional Dependents? (Use our QAD Cheat Sheet for assistance). If you have a legit QADD, remember to do step-down calculations.
3. Children with other partners are not “dependents”. (Rule 9.6(5) discusses dependent exemptions for “mutual” children of the parents.)
4. Is the party in an area where School Tax Credits apply? (Found in the Tax Information Screen).
5. Union dues.
6. Mandatory Occupational License Fees.
7. Child Support – Prior Order. (Payments on delinquent support do not count. Step-down).
8. Medical Support – Prior Order (Step-down).
9. Child Care Expense – Reimbursement.
10. Medical (Please use our handy guide).
11. NCP extended visitation. (Step-down).
12. If you possible, get their tax returns and W-2. Look for reimbursements. For example, some Iowa State University employees receive a subsidy for health insurance. Health insurance costs for a parent are not allowed as a deduction to arrive at income for purposes of calculating child support. But if the employer pays over money to that party to help off-set expenses, you may want to include those funds as income to that party.