

## FORM SUMMARY

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**Name of Form:** Interim Financial Summary to Child Support Agency

**Form Number:** FA-612

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**Statutory Reference:** Ch. 767.57(1)(b), Wisconsin Statutes; 45 CFR 302.51.

**Purpose of Form:** This form is designed to ensure that all child support and spousal support information is provided to the Child Support Agency within 24 hours of the hearing. If the parties or the court provide a copy of the judgment or order to the child support agency within 24 hours after the hearing, it is not necessary to use this form.

**Who Completes It:** The Child Support Agency, if present. For all cases where the Child Support Agency is not present, the party that brings the action or their attorney should complete this form.

**Distribution of Form:** Original to file. Court distributes copy to Child Support Agency. Parties to be provided a copy only if requested.

**Accompanying Forms:**

**New Form/Modification:** Modified; last update 02/13.

**Modifications:** Incorporated same sex divorce language.

**Comments:** Under Wis. Statute §767.57, child support agencies must enter court-ordered support information into the KIDS system for all cases, including cases where the parties are privately represented or pro se. The FA-612 provides court-ordered child and spousal support information to the child support agency immediately. This form must be completed in all cases unless the final order will be filed within 24 hours after the hearing.

Federal regulations require that the Wisconsin Support Collections Trust Fund (WI-SCTF) must disburse child support funds collected within 48 hours of receipt. Delayed entry of the terms of a court order into KIDS will result in delayed or misapplied payments. The FA-612 will help ensure that employers receive timely income withholding notices, and that support collections are processed accurately and sent to the family immediately.

**About this Form:** This form is the product of the Wisconsin Records Management Committee, a committee of the Director of State Court's Office and a mandate of the Wisconsin Judicial Conference.

**If you have additional information that does not change the meaning of the form, attach it on a separate page. The form itself shall not be altered.**