

# Allen County Child Support Enforcement Agency



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Address: 200 W. Market Street, P.O. Box 1589, Lima, Ohio 45801

Vicki J. Tarr, Director

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Re: Administrative Fees

Case No. \_\_\_\_\_

Other Party \_\_\_\_\_

There is a balance owed on the above case to administrative fees. Money collected from Unemployment benefits and Federal and State income tax returns cannot automatically be applied towards this balance. With your signed consent, however, we can apply any payment we receive from those sources listed above to pay towards the balance or even pay off the balance and close your case.

If this is something you would like to see happen on your case, please sign below and return. I have enclosed the current balance due on your case.

If you have any questions regarding this matter, please do not hesitate to contact our office.

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I hereby give my consent to apply money collected from unemployment benefits and/or Federal and State income tax returns toward my administrative fee balance.

Your signature here: \_\_\_\_\_ Date \_\_\_\_\_