**NOTICE: THIS LETTER IS SENT FOR THE PURPOSES OF DETERMINING INCOME AS IT RELATES TO THE CALCULATION OF CHILD SUPPORT.**

**YOUR PROMPT RESPONSE MAY BE REQUIRED BY ARIZONA LAW.**

**Via U.S. MAIL to:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Re: Mohave County Superior Court Case No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

####  Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **D.O.B.:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_

 **S.S.N.: xxx - xx-** \_\_\_\_\_\_\_\_\_

Greetings:

 I am a party in the above-referenced proceeding for the establishment or modification of child support for my minor child(ren) in common with your employee, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_). As a party to a proceeding for child support, Arizona law entitles me to verification of employment and related income information without the expense of serving a *subpoena duces tecum*.

Enclosed please find a copy of A.R.S. § 25-513 which requires an employer to provide certain information relating to employment and compensation upon receipt of a written request from a party to a proceeding for support. Pursuant to A.R.S. § 25-513, you are permitted twenty (20) days from the date of receipt of this letter to provide the above information. Because the documents requested are minimal and should be readily available in your employee’s personnel file, I am requesting that you provide these records/information to me as soon as possible.

 Please be advised that this information is being requested pursuant to Arizona law for the purposes of determining income as it relates to the calculation of child support. Under A.R.S. § 25-513(C), an employer who fails to cooperate in providing the requested information may be subject to liability for legal costs and/or attorney’s fees. Pursuant to A.R.S. § 25-513, this letter is meant to serve as a formal written requestfor the following information in your possession:

1. **Present and past employment status.**

**A.** When did employment begin? \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_

**B.** Is employment indefinite or temporary? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C.** Full time or part time? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D.** When did employment end (if temporary, expected termination date)? \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_

1. **Earnings** **income, entitlements or other monies without regard to source.**

**A.** Wages: $ \_\_\_\_\_\_ per hour or $ \_\_\_\_\_\_\_ per □ week □ month □ year

**B**. Avg. hours/week: \_\_\_\_\_\_\_\_\_ **C**. Avg. Overtime hours/week: \_\_\_\_\_\_\_\_\_

**D.** When paid (circle one): weekly / biweekly / bimonthly / monthly

**E.** Please provide the following:

 **i.** Copies of all past W-2s and any other earnings statements for all prior years of employment.

 **ii.** A statement of total year-to-date income earned, including any bonuses, commissions, or other monies paid regardless of source.

**F.** Please supply the following:

 **i.** Any information related to pension or retirement program;

 **ii.** Any information related to stock plans;

 **iii.** Health insurance benefits available, including a cost breakdown for employee and dependent(s).

 **iv.** Any other benefits or monies which may be paid or made available to employee.

1. **Name and title of employer, authorized employee or agent who provided the above information to the undersigned:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Pursuant to A.R.S. § 25-513, you are permitted **twenty (20) days from the date of receipt of this letter** to provide the above information. Since the documents requested are minimal and should be readily available in your employee’s personnel file, I am requesting that you provide these records/information to me as soon as possible.

 Please be advised that this information is being requested pursuant to Arizona law for the purposes of determining income as it relates to the calculation of child support. Under A.R.S. § 25-513(C), **an employer who fails to cooperate in providing the requested information may be subject to liability** for legal costs and/or attorney’s fees.

 Thank you for your anticipated cooperation with this request.

Sincerely,

