



**Jon Eads**

**Clerk of the Jay Circuit and Superior Courts**

120 N Court St, Suite 209 Portland, IN 47371 260-726-6915

**INFORMATION FOR PERSONS MAKING SUPPORT PAYMENTS**

**Online Payments**

Visit the Department of Child Services' website at [www.in.gov/dcs/](http://www.in.gov/dcs/) and click on the "make a Child Support Payment" link at the upper right-hand corner of the webpage. Enter your social security number, case number, and follow the remaining payment instructions.

**Phone Payments**

Call 1-888-729-4771 to make a child support payment by credit/debit card over the phone. Enter the information requested from the automated phone system (SSN, 10 digit case number, payment amount, credit/debit card information, and phone number) when prompted.

**Mailing Payments**

Mailed payments must be sent to the Indiana State Central Union (INSCCU) at the following address:

**INSCCU  
P.O. Box 7130  
Indianapolis, IN 46207-7130**

Personal checks, money orders, and cashier's checks may be mailed. Cash is not accepted. Please include the following information with each payment:

1. Your name, phone number, address, and social security number
2. Your ISETS case number and Court cause number
3. Custodial party's name
4. Payment amount

A Child Support Payment Remittance Form found at [www.insccu.com](http://www.insccu.com) may be downloaded, printed, and sent with your payments.

**Credit Card Payments**

Payments may be made by visiting [www.childsupportbillpay.com/indiana](http://www.childsupportbillpay.com/indiana) or by calling 1-855-972-9427. A convenience fee of 2.25 % will be applied to any credit card payment.

**Cash/Check Payments**

These may be made in person or mailed to the following location:

Jay County Clerk's Office  
120 N Court Street Suite 209  
Portland, IN 47371

Please include the following information on your check:

Custodial party's name and your ISETS case number or Court cause number