

**Custodial Party  
Request to Close Case**

I am a custodial parent and am requesting that my child support case be closed for enforcement. I understand that the Office of Child Support Enforcement (OCSE) will no longer establish or enforce my child support case and all enforcement actions will stop, such as the following:

- Start, change, or terminate income withholding notices to the noncustodial parent's employer
- Intercept income tax refund or unemployment benefits to collect support owed
- Suspend driver's license or put on hold a passport
- Any pending legal action
- Assist in collecting support owed

I understand that I will be responsible for payment of any outstanding cost and fee balance and that any Arkansas state income tax refund I may be due will be subject to intercept to pay this debt. I further understand that if I owe an overpayment, any existing arrangement will remain in place for repayment and any Arkansas state income tax refund I may be owed may become subject to intercept to pay this debt.

I understand I may apply for services (fees may apply) in the future if I decide I would like to re-open my case.

Date: \_\_\_\_\_

My Name (printed): \_\_\_\_\_

My Signature: \_\_\_\_\_

Case Number: \_\_\_\_\_

**(Please note: You will need to complete a new form for each case you are wanting to close.)**

Noncustodial Parent Name: \_\_\_\_\_