

# Georgia Child Support Guidelines Calculators

## User Guide

### Helpful Information for using the Printable Standard Paper Worksheet for Hand Calculations

#### General Information

This version of the Child Support Guidelines Standard Paper Worksheet is a Microsoft Excel™ file (.xlt), intended for download only. This version does not contain formulas to assist one in completing the worksheet and schedules. This version does allow one to enter and calculate the child support obligation completely by hand. It is recommended when using this calculator that you have these items available: a pencil with eraser, black or blue ink pen, a handheld calculator and scratch paper. It is also suggested that you print two copies of the worksheet and schedules. Use one as your working copy where you perform all calculations in pencil. Detailed, line-by-line instructions appear throughout this schedule. Refer to and use those instructions when completing the Worksheet and each Schedule. Once you have completed the worksheet and believe your calculations are correct, transfer all information onto the other copy and use it as your original and final worksheet and schedules. Use black or blue ink pen when completing the final worksheet as this will be the original worksheet filed with the Clerk of Court. Be sure to make at least two copies of the final worksheet and all schedules. Retain one copy for yourself, and supply the other copy to the Judge when you attend court.

#### Computer Requirements to Download the Excel Calculator Tool

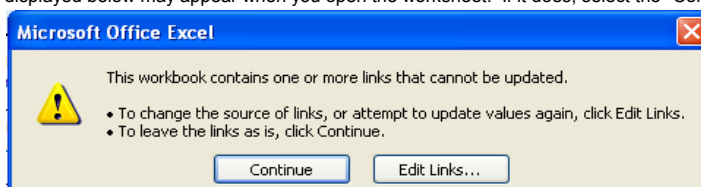
This calculator will download on Microsoft Excel 1997 or newer (includes 2003 and 2007), and is compatible for download on the Apple Mac. This calculator is not compatible with Corel Quattro Pro, Open Office or other spreadsheet software programs.

#### Downloading and Saving the Standard Paper Excel Calculator Tool

Locate on the web page an orange colored flag labeled "Printable Worksheet for Hand Calculations" and left click with the mouse to start the download process. A box will appear and display options to "Open" or "Save" the worksheet. Select and click one of the options to continue the download process. When saving the file, place it in a location on the computer you are using where you can locate it again when needed. (To do a "Save As" from the "File" menu located at the upper left of the computer screen, select a location to save the file and give the file a new name, perhaps using the case number as this new name.

#### Opening the file

The "Microsoft Office Excel" message box displayed below may appear when you open the worksheet. If it does, select the "Continue" button and proceed. **Do not** select to "Edit Links".



#### Contents of the Calculator

This printable calculator is an Excel workbook consisting of thirteen tabs that are labeled at the bottom of the screen. The tabs are indicated below:

- 1) Start Here (where you are now)
- 2) CS Worksheet (the Child Support Worksheet)
- 3) Schedule A (for Gross Income)
- 4) Self-Employment Calculator
- 5) Schedule B (for Adjusted Income)
- 6) Schedule C (RESERVED FOR FUTURE USE)
- 7) Schedule D (for Additional Expenses)
- 8) Schedule D Supplemental Tables (Additional Supplemental Tables 2, 3 & 4)
- 9) Schedule E (for Deviations/Special Circumstances)
- 10) Schedule E Supplemental Tables (Additional Supplemental Tables 2, 3 & 4)
- 11) BCSO (the Basic Child Support Obligation) Table (for information)
- 12) Footnotes (for notes about the worksheet)
- 13) Explanation of Terms (for information)

You may move between these worksheets using the tabs at the bottom of the screen.

#### Printing the File

You can move between the worksheets by single clicking any tab at the bottom of the Excel spreadsheet. Use the print icon in the Excel application to separately print the worksheet and each schedule.

## Step 1 – To begin, click the tab for CS Worksheet

**The Child Support Worksheet will display all of the final calculations as captured from the Schedules. Detailed line-by-line instructions appear throughout this schedule. Refer to and use those instructions when completing this Schedule.**

Locate the instruction at the top area of the page that begins with "**Start Here**". That is where one will begin the Child Support Worksheet. Complete all lines of information as they pertain to the current case. Information included will be the court, county, Civil Action Case No.; a check box to indicate if the case is an action filed with the Office of Child Support Services (OCSS); names of the Mother, Father and Nonparent Custodian, if one is involved in the current action; the OCSS IV-D Case No. (if applies to this action); and the name of the person submitting the worksheet. Write in the name of the Noncustodial Parent, the Mother or Father, on the line provided. (If the case includes a Nonparent Custodian, both parents are considered Noncustodial Parents.) Indicate if the case is an Initial or Modification action by placing an "X" in the appropriate box. For Modification actions, enter the "Date of the Initial Support Order". Finally, add the children to the worksheet. Write each child's name in the fields provided in the order of 1, 2, 3, etc. through 6. All children listed here are considered part of the current case.

**Stop at this point and do not enter any other information yet on the Worksheet.** Instead, continue to Schedule A and complete the fields that apply to your case. Instructions appear on the schedules that tell you when to record amounts from the schedules to the worksheet and where to place those amounts. As you enter those amounts on the worksheet, the instructions there will then tell you what to do next on that line. (Exp.: to add an amount to the line before and where to enter that combined answer.)

## Step 2 - Continue with Schedule A

**Schedule A, Gross Income.** Detailed line-by-line instructions appear throughout this schedule. Refer to and use those instructions when completing this Schedule.

The first question that appears on this schedule asks if either parent currently receives Temporary Assistance for Needy Families (TANF), a payment issued by the Division of Family and Children Services (DFCS). TANF recipients may still receive other income; if so, enter that income on this schedule in the appropriate field(s). Do not include income for a Nonparent Custodian. Enter all income as monthly amounts. Gross monthly income is entered under the appropriate column for each parent as indicated on Lines 1 - 22. The gross income is added together for each parent and entered on Line 23, and then the incomes of the two parents are added together for Line 23 and entered under the Combined column.

## Step 3 - Continue with the Self-Employment Calculator, if needed

**Self-Employment Calculator.** Detailed line-by-line instructions appear throughout this schedule. Refer to and use those instructions when completing this Schedule.

Self-Employment income may be entered directly on Schedule A, Line 3, or it may be calculated using this Self-Employment Calculator. It is not mandatory for anyone to use the Self-Employment Calculator, but it is available.

Lines 1 - 3 describe the business; Lines 4 - 6 identify the gross receipts, sales and profit; Lines 7(a) - 7(q) are for the entry of business expenses; Line 8 is the total of those business expenses; and Line 9 reflects the Net Income. Line 10 allows one to add back in any expenses that were included at Lines 7(a) - (q) that are not deductible for child support. Line 11 represents the total of the non-deductible expenses on Line 10. Line 12 is used to total the Self-Employment income; and Line 13 is the final amount of Self-Employment income that is entered on Schedule A, Line 3.

## Step 4 - Continue with Schedule B, if needed

**Schedule B, Adjusted Income.** Detailed line-by-line instructions appear throughout this schedule. Refer to and use those instructions when completing this schedule.

Adjusted Income calculated on this schedule is determined by deducting from the Gross Income the 1) Self Employment Income on which a parent paid Self-Employment Taxes for FICA and Medicare, 2) Preexisting Orders being paid for other children, and 3) Qualified Other Children.

Self-Employment Tax Adjustment: The line instructions explain what amounts to enter and multiply to find the final answer on Line 6 for this section.

If Pre-Existing Support Orders apply, enter the information and amounts starting at Line 7(a). Follow the line instructions to reach an answer on Line 9 for this section.

If after reading Questions A – E, you believe Qualified Children apply, enter the required information on Line 10. Check the box under "Mark X if Mother (or Father) is Claiming Credit" to indicate the parent wants to claim this child as a qualified child. Next, total the number of QUALIFIED children for whom adjustment is being claimed for each child and enter the answer for each parent at the end of that column. Finally, check the box under the *Date of Birth* column to indicate all children included here are part of the qualified other child *discretionary request*. Use Lines 11 - 14 to calculate the *discretionary adjustment to income* to reach an answer on Line 14 for Mother and/or Father.

*Of the answers on Lines 9 and 14, only one answer will be recorded on the worksheet, Line 2 for each parent.*

**Schedule C is Reserved for Future Use (skip this blank schedule)**

## Step 5 - Continue with Schedule D

**Schedule D, Additional Expenses for Work Related Child Care and Health Insurance.** Detailed line-by-line instructions appear throughout this schedule. Refer to and use those instructions when completing this schedule.

Work Related Child Care and Health Insurance Premiums Paid for the Children are the only Additional Expenses included on this schedule. Begin by entering the Work Related Child Care for each Parent and/or the Nonparent Custodian on the Supplemental Table 1. Use Schedule D, Supplemental Tables 2, 3 or 4 when there are four or more children included in the current case.

If in the current case, Work Related Child Care expenses are not included, do not complete Supplemental Table 1 (children 1 - 3). If you do use this table, the amounts entered will be added together with all other supplemental tables, if used, on this schedule and display on Lines 1 through 5. The total of all Additional Expenses are then included on the Worksheet at Lines 6 and 8.

## Step 5(a) - Continue with Schedule D Supplemental Tables 2, 3 and 4, if needed when case includes four or more children

**Schedule D, Additional Expenses for Work Related Child Care and Health Insurance, Supplemental Tables 2, 3 and 4.** Detailed line-by-line instructions appear throughout this schedule. Refer to and use those instructions when completing this schedule.

These Supplemental Tables are used only when there are four or more children in the current case. Each Supplemental Table will accommodate three children. (Exp.: Supplemental Table 2 is for children 4, 5 and 6.)

Work Related Child Care is the only type of expense entered on the Supplemental Tables for Schedule D. If the current case does not include four or more children, do not complete any supplemental table associated with Schedule D. If you do use the table(s), the amounts entered on all supplemental tables will be added together (tables 1, 2, 3 and 4, if populated with amounts) on Schedule D at Lines 1 - 5.

## Step 6 - Continue with Schedule E

**Schedule E is used to enter Deviations.** Detailed line-by-line instructions appear throughout this schedule. Refer to and use those instructions when completing this schedule.

The Deviations, in the order in which they appear in this schedule are: Low Income Deviation (Lines 1(a) - 1(d)); Specific Deviations (Lines 2(b) - 9 and 11); Non-Specific Deviations (Line 10); Total Deviations for Extraordinary Educational, Medical and Special Expenses for Child Rearing (Lines 12(a) - 12(g)); Parenting Time Deviation (Line 13); and the individual expenses entered for children on Supplemental Tables 1, 2, 3 and 4 for Extraordinary Educational, Extraordinary Medical and Special Expenses for Child Rearing.

If in the current case, none of the Extraordinary or Special expenses will be included, do not complete Supplemental Table 1 (children 1 - 3). If you do use this table, the amounts entered will be added together with all other supplemental tables, if used, at Lines 12(a) through 12(g).

The Total of All Deviations are added and/or subtracted together on Line 14. Findings of Facts Questions B, C and D, must be answered for each deviation requested IF Deviations are included in Schedule E.

## Step 6(a) - Continue with Schedule E Supplemental Tables 2, 3 and 4, if needed when case includes four or more children

**Schedule E Deviations, Supplemental Tables 2, 3 and 4.** Detailed line-by-line instructions appear throughout this schedule. Refer to and use those instructions when completing this schedule.

These Supplemental Tables are used only when there are four or more children in the current case. Each Supplemental Table will accommodate three children. (Exp.: Supplemental Table 2 is for children 4, 5 and 6.)

There are three types of expenses entered in Schedule E, those expenses are Extraordinary Educational, Extraordinary Medical and Special Expenses for Child Rearing. If the current case does not include four or more children, do not complete supplemental tables 2, 3 or 4. If you do use the table(s), the amounts entered will be added together with all of the supplemental tables (1, 2, 3 and 4, if populated with amounts) on Schedule E at Lines 12(a) through 12(g).

## Step 7 - Finally, Review the CS Worksheet and all Schedules to finish

Review the Worksheet and all schedules to ensure accuracy and correctness of information. The Amount on Line 13 of the Worksheet is the Final Child Support Amount. Indicate the Schedules attached to Worksheet by checking the boxes under the Attached or Not Applicable columns.