

PAYROLL DEDUCTION FORM

Federal Tax Levy Withholding (Form 668-W)

This form is used to document and calculate payroll deductions required under a federal tax levy served by the Internal Revenue Service (IRS). Fill out all sections below in accordance with the instructions provided on IRS Form 668-W.

1. EMPLOYEE INFORMATION

Employee Full Name	
Social Security Number (SSN)	
Employee ID/ Payroll ID	
Filing Status (for Levy Exemption)	<input type="checkbox"/> Single <input type="checkbox"/> Married Filing Jointly <input type="checkbox"/> Head of Household <input type="checkbox"/> Married Filing Separately
Number of Exemptions Claimed	

2. EMPLOYER INFORMATION

Employer Name	
Federal Employer ID (EIN)	
Payroll Contact Person	
Contact Phone Number	

3. LEVY DETAILS

IRS Control Number	
Date Levy Received	
Total Levy Amount Outstanding	\$

4. WITHHOLDING CALCULATION & DEDUCTION SCHEDULE

Pay Period Frequency	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Monthly
Gross Pay per Pay Period	\$
Mandatory Payroll Deductions (Taxes, retirement required by law, etc.)	\$
Take-Home Pay (Gross minus Mandatory Deductions)	\$
Exempt Amount (Per IRS Publication 1494 Table)	\$
Amount to be Withheld & Remitted (Take-Home minus Exempt Amount)	\$
First Payroll Deduction Date	

5. AUTHORIZATION & SIGNATURES

I hereby acknowledge receipt of the IRS Form 668-W and authorize the Employer listed above to deduct the calculated levy withholding amounts from my wages each pay period. These deductions will continue until a formal Release of Levy (Form 668-D) is received from the IRS.

Employee Signature

Date

Authorized Payroll Officer Signature

Date