

# CREDITOR GARNISHMENT PAYROLL NOTIFICATION & TRACKING

Payroll Department Administration Record

EMPLOYEE FULL NAME

EMPLOYEE ID

SSN (LAST 4 DIGITS)

DEPARTMENT / DIVISION

CREDITOR / PLAINTIFF NAME

COURT CASE / CAUSE NUMBER

ISSUING COURT / JURISDICTION

DATE RECEIVED BY EMPLOYER

EFFECTIVE PAY DATE

Calculation Step	Applicable Percentage / Amount	Calculated Value (\$)
<b>A. Gross Earnings per Pay Period</b>		
<b>B. Mandatory Deductions</b> (Taxes, FICA, State, Local)		
<b>C. Disposable Earnings</b> (A minus B)		
<b>D. Federal / State Statutory Limit</b> (Disposable x %)		
<b>E. Maximum Allowable Garnishment</b>		
<b>F. Employer Administrative Fee</b> (If permitted by state law)		
<b>G. Net Amount to Withhold &amp; Remit</b>		

**Important Notice:** Creditor garnishments must comply with Title III of the Consumer Credit Protection Act (CCPA). Deductions cannot exceed statutory limits. Administer payments exactly as defined by the court order until the total balance is satisfied, or upon receipt of a formal Release of Garnishment.

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PREPARED BY (PAYROLL ADMINISTRATOR)

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DATE

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APPROVED BY (PAYROLL MANAGER)

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DATE