

# STATE TAX LEVY WITHHOLDING

Employee Payroll Deduction Template

## EMPLOYER INFORMATION

Company Name: \_\_\_\_\_

FEIN: \_\_\_\_\_

State Tax ID: \_\_\_\_\_

## EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

SSN (Last 4): \_\_\_\_\_

Pay Period Start: \_\_\_\_\_

Pay Period End: \_\_\_\_\_

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

Filing Status: \_\_\_\_\_

## LEVY & AUTHORITY DETAILS

Levy Agency Name: \_\_\_\_\_

Case / Reference No: \_\_\_\_\_

Date Notice Received: \_\_\_\_\_

Total Levy Amount: \_\_\_\_\_

Maximum Limit (%): \_\_\_\_\_

## WITHHOLDING CALCULATION

Description	Amount (\$)
Gross Earnings for Pay Period	
Minus: Legally Required Deductions (Federal, State, Local Taxes, FICA, etc.)	
<b>Disposable Earnings</b>	
Minus: Exempt Amount (per State Levy instructions)	
<b>Maximum Allowable Levy Deduction</b>	
Other Prioritized Garnishments / Support Orders	
<b>Actual State Tax Levy Amount Withheld</b>	

## AUTHORIZATION & SIGN-OFF

Prepared By (Payroll Administrator) \_\_\_\_\_

Date \_\_\_\_\_

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Approved By (Authorized Signatory)

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Date