

STATE DEPARTMENT OF REVENUE

Employer Worksheet for State Tax Levy Withholding

Employee Name:

Social Security Number:

Case / Levy Number:

Employer Name:

Federal EIN:

Pay Period Ending Date:

Use this worksheet to calculate the amount of employee earnings subject to the State Tax Levy. Keep this worksheet for your records. Do not return this worksheet to the Department of Revenue unless requested.

PART 1: GROSS EARNINGS

1. Gross Earnings for Pay Period (Wages, Salary, Commissions, Bonuses)

PART 2: MANDATORY DEDUCTIONS

Deduct only those taxes and mandatory retirement contributions required by law. Optional deductions (e.g., 401k, health insurance, savings bonds) are not allowed as deductions for levy purposes.

Deduction Description	Amount
2. Federal Income Tax Withholding	
3. State Income Tax Withholding	
4. Social Security (FICA)	
5. Medicare Tax	
6. Local / City Tax Withholding	
7. Mandatory Retirement Contribution (Required by Law)	
8. Total Mandatory Deductions (Add lines 2 through 7)	

PART 3: DISPOSABLE EARNINGS

9. Disposable Earnings (Subtract line 8 from line 1)

PART 4: EXEMPT AMOUNT CALCULATION

Refer to the State Levy Exemption Table provided with the Levy Notice to determine the exempt amount based on the employee's pay cycle and declared exemptions.

10. Number of Exemptions Claimed by Employee

11. Exempt Amount (From Exemption Table)

PART 5: LEVY WITHHOLDING AMOUNT

12. Amount Subject to Levy (Subtract line 11 from line 9; if less than \$0.00, enter \$0.00)	
13. Net Amount to Withhold and Remit (Total levy amount to be sent to State)	

Prepared By (Signature):

Title / Department:

Date:

Phone:

Employer Copy - Retain for your payroll records.