

CREDITOR DEBT GARNISHMENT

Payroll Calculation Sheet

1. GENERAL INFORMATION

Employee Name:	
Employee ID:	
Pay Period Ending Date:	
Pay Date:	
Creditor / Plaintiff Name:	
Court Case / Order Number:	

2. DISPOSABLE EARNINGS CALCULATION

Description	Amount (\$)
Gross Earnings for Pay Period	
<i>Minus Mandatory Taxes & Deductions:</i>	
Federal Income Tax Withholding	
State Income Tax Withholding	
Social Security (FICA-OASDI)	
Medicare	
City/Local Taxes	
State Disability / Unemployment Insurance (if mandatory)	
Total Mandatory Deductions (Sum of above taxes)	
Disposable Earnings (Gross minus Total Mandatory Deductions)	

3. GARNISHMENT LIMIT FORMULA (FEDERAL CCPA RULES)

Standard Formula Components	Amount (\$)
Disposable Earnings (from Section 2)	
Option A: 25% of Disposable Earnings (Disposable Earnings x 0.25)	
Option B: Amount by which Disposable Earnings exceeds federal minimum wage threshold for pay period (Weekly: \$217.50 Bi-weekly: \$435.00 Semi-monthly: \$471.25 Monthly: \$942.50)	
Maximum Allowable Creditor Withholding (Lesser of Option A or Option B)	
State law / Specific Court Order variation cap percentage (if applicable): _____%	
Maximum Allowed Under Applicable Law (Lesser of Federal or State limits)	

4. FINAL WITHHOLDING CALCULATION

Remaining Balance on Garnishment Order	
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Maximum Allowed Under Applicable Law (from Section 3)	
Prior Higher-Priority Garnishments active in this pay period (e.g., Child Support)	
Final Net Amount to Withhold for this Creditor	

Note: Under the Consumer Credit Protection Act (CCPA), the maximum garnishment for creditor debts is generally limited to 25% of disposable earnings or the amount by which weekly disposable earnings exceed 30 times the Federal minimum hourly wage, whichever is less. State laws that are more protective of the employee's earnings must be applied. Voluntary deductions (such as 401k, health insurance, union dues) are not deducted to calculate disposable earnings.

Prepared By (Payroll Specialist Signature)

Date

Approved By (Payroll Manager/HR Signature)

Date