

PAYROLL PROCESSING TEMPLATE

State Tax Levy Withholding Statement

Employer Name: _____ Pay Period Start: _____
FEIN: _____ Pay Period End: _____
Payroll Cycle: _____ Pay Date: _____

EMPLOYEE & LEVY INFORMATION

Employee Name: _____ Levy Case/ID Number: _____
Employee ID: _____ Issuing State Agency: _____
Social Security No: _____ Date Received: _____

WITHHOLDING CALCULATION WORKSHEET

Description of Earnings / Deductions	Amount (\$)
1. Gross Earnings for Pay Period	
Less: Federal Income Tax Withholding	
Less: Social Security (OASDI)	
Less: Medicare	
Less: State Income Tax Withholding	
Less: Local / City Tax Withholding	
Less: Statutory Pension / Retirement Contributions	
Less: Other Required Deductions (Specify: _____)	
2. Total Statutory Deductions (Sum of above deductions)	
3. Disposable Earnings (Line 1 minus Line 2)	
Less: State-Exempt Amount (Refer to State Levy Exemptions Table)	
Less: Prior Support/Garnishment Orders with Priority	
4. Maximum Allowable Levy Amount	
5. Actual Amount Withheld for State Levy (Lesser of Line 4 or Total Outstanding Levy Balance)	

Prepared By (Payroll Specialist)

Date

Approved By (Payroll Manager)

Date

Confidential Document - For Payroll Administration Purposes Only.