

EMPLOYER CHILD SUPPORT WITHHOLDING RECORD SHEET

Confidential Payroll Administration Record

EMPLOYER INFORMATION

COMPANY NAME

FEIN (FEDERAL EMPLOYER ID NUMBER)

PAYROLL CONTACT PERSON

PHONE/ EMAIL

EMPLOYEE & ORDER INFORMATION

EMPLOYEE FULL NAME

SOCIAL SECURITY NUMBER (SSN)

CASE/ ORDER NUMBER

STATE/ISSUING AGENCY

ORDER DATE

TERMINATION DATE (IF APPLICABLE)

WITHHOLDING TERMS

ORDERED AMOUNT PER PAY PERIOD (\$)

PAY FREQUENCY (E.G., WEEKLY, BI-WEEKLY, MONTHLY)

MAX WITHHOLDING LIMIT % (E.G., CCPA 50%/60%)

WITHHOLDING & PAYMENT HISTORY

[illegible]

PAY DATE	PAY PERIOD	GROSS EARNINGS	DISPOSABLE EARNINGS	AMOUNT WITHHELD	DATE REMITTED	CHECK / REF NO.	INITIALS

Important Instructions:

- Disposable earnings represent the remaining gross earnings after federal, state, and local taxes, Social Security, Medicare, and mandatory retirement deductions are made.
- Withholdings must be remitted to the State Disbursement Unit (SDU) within the legally required number of business days following the pay date.
- Never exceed the maximum withholding limit defined by the Consumer Credit Protection Act (CCPA) or individual state laws.

AUTHORIZED PAYROLL OFFICER SIGNATURE

DATE