

# STATE TAX LEVY WITHHOLDING FORM

## Payroll Garnishment & Processing Worksheet

### 1. ORDER & AGENCY INFORMATION

STATE / ISSUING AGENCY

CASE / LEVY NUMBER

DATE OF NOTICE / ORDER

### 2. PARTIES INFORMATION

EMPLOYEE (DEBTOR)

FULL NAME

SOCIAL SECURITY NUMBER / ITIN

EMPLOYEE ID / PAYROLL REF

EMPLOYER (GARNISHEE)

COMPANY NAME

FEDERAL EIN (FEIN)

PAYROLL CONTACT PERSON

### 3. PAY PERIOD DETAILS

PAY PERIOD START DATE

PAY PERIOD END DATE

PAY DATE

### 4. GARNISHMENT CALCULATION WORKSHEET

STEP / DESCRIPTION	AMOUNT (\$)
1. Gross Earnings for pay period	
2. Allowable Deductions (Required by Law)	
a. Federal Income Tax	
b. State Income Tax	
c. Social Security (FICA)	
d. Medicare Tax	

STEP / DESCRIPTION	AMOUNT (\$)
e. Local / City Taxes	
f. Mandatory Retirement Contributions (By Law Only)	
<b>3. Total Allowable Deductions</b> (Sum of 2a through 2f)	
<b>4. Disposable Earnings</b> (Subtract Step 3 from Step 1)	
<b>5. Exempt Amount</b> (Per State Statute / Levy Exemption Table)	
<b>6. Net Amount Subject to State Tax Levy</b> (Subtract Step 5 from Step 4)	
<b>7. Maximum Allowable Garnishment Limit</b> (State Specific Rate Cap % if applicable)	
<b>8. FINAL AMOUNT WITHHELD FOR THIS PERIOD (Lesser of Step 6, Step 7, or Total Order Balance)</b>	

\* Note: Calculation rules and exempt thresholds vary by state. Refer to the specific state's Levy Exemption Table accompanying the original withholding order.

#### 5. EMPLOYER CERTIFICATION

I hereby certify that the calculation details provided above are true and accurate to the best of my knowledge, and have been processed in strict accordance with the instructions detailed in the received State Tax Levy Order.

\_\_\_\_\_  
**AUTHORIZED PAYROLL REPRESENTATIVE SIGNATURE**

\_\_\_\_\_  
**DATE SIGNED**