

CREDITOR GARNISHMENT WITHHOLDING DOCUMENT

Payroll Administration Record

1. EMPLOYEE & EMPLOYER INFORMATION

Employee Full Name:	
Employee ID / SSN (Last 4):	
Employer Name:	
Payroll Processing Unit:	

2. GARNISHMENT / LEVY ORDER DETAILS

Creditor Name:	
Court / Issuing Agency:	
Case / Docket Number:	
Date Order Received:	
Total Levy Amount Ordered:	

3. WITHHOLDING CALCULATION & PAY PERIOD DETAILS

Description	Amount (\$)
Pay Period Start & End Dates	
Gross Earnings for Period	
Mandatory Deductions (Taxes, Social Security, etc.)	
Disposable Earnings (Gross minus Mandatory Deductions)	
Statutory Exemption Amount (If Applicable)	
Maximum Allowable Withholding Limit (%)	
Calculated Garnishment Amount to Deduct	

4. ACTION PLAN & PAYROLL SCHEDULE

First Deduction Pay Date:	
Frequency of Deductions:	
Remittance Method / Payee Address:	

Instructions for Payroll Administrator:

Apply statutory limits as governed by federal and state law (e.g., Title III of the Consumer Credit Protection Act) to ensure correct withholding percentages. Deductions must continue until the total ordered levy amount has been satisfied or a formal release of garnishment order is received from the issuing authority.

Prepared By (Payroll Administrator Signature)

Date

Authorized By (HR/Finance Signature)

Date