

CREDITOR GARNISHMENT PAYROLL DEDUCTION FORM

Payroll Template for Creditor Garnishment Withholding

1. IDENTIFICATION DETAILS

Employee Name: _____
Employee ID: _____ SSN / Tax ID: _____
Employer Name: _____
FEIN: _____ Pay Period Frequency: _____

2. COURT / CREDITOR ORDER INFORMATION

Court/Agency Name: _____
Creditor Name: _____
Case / Cause Number: _____ Date of Order: _____
Total Judgment Amount: _____ Maximum Allowed %: _____

3. PAYROLL WITHHOLDING CALCULATION (PER PAY PERIOD)

Calculation Step Description	Amount (\$)
A. Gross Earnings (Total wages/salaries earned before any deductions)	
B. Mandatory Deductions (Federal, State, Local Taxes, FICA, State Disability)	
C. Disposable Earnings (Subtract Line B from Line A)	
D. Federal/State Disposable Income Limit (Applicable statutory exemption amount)	
E. Maximum Allowed Garnishment Amount (Under applicable law cap)	
F. Deduction Amount to Withhold (Lesser of Order amount or statutory limit)	

4. PAYMENT DISBURSEMENT DETAILS

Payee Name: _____
Mailing Address: _____
Reference / Account No: _____ Disbursement Method: _____

5. AUTHORIZATION & APPROVAL

This withholding is processed in compliance with a legally binding garnishment order. Deductions will commence on the pay cycle indicated below and will continue until the total ordered amount is satisfied or a formal release of garnishment is received from the issuing court or agency.

Payroll/HR Administrator Signature

Date

Authorized Approver Name (Print)

Effective Pay Date

