

PAYROLL PROCESSING GUIDE

Federal Tax Levy Withholding

1. Employee & Levy Identification

Employee Name		Employee ID / SSN	
IRS Form 668-W Date		Control Number	
Filing Status (Part 3)		Number of Exemptions	
Pay Period Frequency		Date Levy Received	

2. Exempt Amount Calculation (IRS Publication 1494)

Standard Exempt Amount	\$
Additional Exempt Amount (if applicable)	\$
Total Exempt From Levy	\$

3. Pay Period Levy Computation

Description	Gross Amount	Required/Statutory Deductions	Take-Home Pay / Subject to Levy
Current Pay Period Earnings	\$	\$	\$
Federal Income Tax Withholding		\$	
FICA / Medicare Tax		\$	
State / Local Tax		\$	
Pre-Existing Child Support / Garnishment		\$	
Total Take-Home Pay (A)			\$
Less: Total Exempt Amount (B)			\$
Levy Withholding Amount (A - B)			\$

4. Payment & Remittance Record

Pay Date	Levy Amount Deducted	Check / EFT Number	Date Remitted to IRS
	\$		
	\$		
	\$		

Processing Notes:

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Payroll Preparer Signature

Date:

Authorized Approver Signature

Date: