

WAGE GARNISHMENT PAYROLL DEDUCTION FORM

ADMINISTRATIVE & PAYROLL PROCESSING RECORD

1. EMPLOYER INFORMATION

COMPANY NAME

FEDERAL EIN

MAILING ADDRESS

PAYROLL CONTACT PERSON

PHONE NUMBER

2. EMPLOYEE INFORMATION

EMPLOYEE FULL NAME

EMPLOYEE ID / SSN (LAST 4 DIGITS)

STREET ADDRESS

CITY, STATE, ZIP

JOB TITLE / DEPARTMENT

3. GARNISHMENT ORDER DETAILS

COURT / ISSUING AGENCY NAME

CASE / CAUSE NUMBER

DATE OF ORDER

RECEIVED DATE

EFFECTIVE PAY PERIOD DATE

TYPE OF GARNISHMENT

- Child Support
- Spousal Support / Alimony
- Federal Student Loan

- Federal / IRS Tax Levy
- State / Local Tax Levy
- Creditor Garnishment

4. WITHHOLDING CALCULATION WORKSHEET

CALCULATION STEP	AMOUNT (\$)
Gross Earnings for Pay Period	
Less: Mandatory Deductions (Federal, State, Local Taxes, FICA, State Disability)	
Disposable Earnings (Gross minus Mandatory Deductions)	
Withholding Limit Percentage (e.g., 15%, 25%, 50%, 60%)	
Maximum Allowable Garnishment	
Ordered Deduction Amount (per Pay Period)	
Actual Amount To Be Withheld (Lesser of ordered amount or max allowable)	

5. REMITTANCE INFORMATION

PAYEE / AGENCY NAME (MAKE CHECK PAYABLE TO)

REMITTANCE ADDRESS

REFERENCE / CASE ID FOR PAYMENT

PAYMENT FREQUENCY

FIPS CODE (IF APPLICABLE)

I hereby certify that the wage garnishment deduction has been calculated and processed in accordance with the court/agency order received and the applicable state and federal limitations.

AUTHORIZED PAYROLL OFFICER SIGNATURE

DATE