

CREDITOR GARNISHMENT DEDUCTION AUTHORIZATION

Payroll Withholding Template

Employer Name: _____

Federal
EIN: _____

1. EMPLOYEE INFORMATION

Employee Name: _____

Employee ID: _____

Department: _____

Social Security No: _____

Job Title: _____

2. CREDITOR & GARNISHMENT ORDER DETAILS

Creditor Name: _____

Court/Agency Name: _____

Case/Reference No: _____

Order Date: _____

Total Judgment Amt: \$ _____

Fee (if
applicable): \$ _____

3. WITHHOLDING & DEDUCTION TERMS

Pursuant to the received legal garnishment order and in compliance with federal and state law limits (including the Consumer Credit Protection Act), the following deductions will be withheld from the employee's disposable earnings.

Deduction Amount: \$ _____

Start
Date: _____

- Deduct per Pay Period (Weekly / Bi-weekly / Semi-monthly / Monthly)
- Deduct a flat amount of \$ _____ until the total obligation is satisfied.
- Deduct a percentage of _____% of disposable earnings per pay period.

4. AUTHORIZATION & ACKNOWLEDGEMENT

I hereby acknowledge receipt of the garnishment order and authorize the Employer named above to make the regular payroll deductions specified in this form from my wages. I understand that these deductions will continue until the total ordered amount has been fully withheld, or until the Employer receives written notification from the court, creditor, or administrative agency to cease or modify the deductions.

Employee Signature

Date

Authorized Payroll Representative Signature

Date

