

Authorized by _____

Print Name _____

ADDITIONAL INFORMATION TO EMPLOYERS AND OTHER WITHHOLDERS

If checked you are required to provide a copy of this form to your employee.

1. **Priority:** Withholding under this Order/Notice has priority over any other legal process under State law against the same income. Federal tax levies in effect before receipt of this order have priority. If there are Federal tax levies in effect please contact the requesting agency below.

2. **Combining Payments:** You can combine withheld amounts from more than one employee/obligor's income in a single payment to each agency requesting withholding. You must, however, separately identify the portion of the single payment that is attributable to each employee/obligor.

- 3.* **Reporting the Paydate/Date of Withholding:** You must report the paydate/date of withholding when sending the payment. The paydate/date of withholding is the date on which amount was withheld from the employee's wages. You must comply with the law of the state of employee's/ obligor's principal place of employment with respect to the time periods within which you must implement the withholding order and forward the child support payments.

4. * **Employee/Obligor with Multiple Support Withholdings:** If there is more than one Order/Notice to Withhold Income for Child Support against this employee/obligor and you are unable to honor all support Order/Notices due to Federal or State withholding limits, you must follow the law of the state of employee's /obligor's principal place of employment. You must honor all Order/Notices to the greatest extent possible. (See #9 below)

5. **Termination Notice:** You must promptly notice the payee when the employee/ obligor is no longer working for you. Please provide the information requested and return a copy of this order/notice to the agency identified below.
EMPLOYEE'S/OBLIGOR'S NAME: _____

EMPLOYEE'S CASE IDENTIFIER: _____ Date of Separation _____

LAST KNOWN HOME ADDRESS: _____

NEW EMPLOYER'S ADDRESS: _____

6. **Lump Sum Payments:** You may be required to report and withhold from lump sum payments such as bonuses, commissions, or severance pay. If you have any questions about

lump sum payments, contact the person or authority below.

7. **Liability:** If you fail to withhold income as the Order/Notice directs, you are liable for both the accumulated amount you should have withheld from the employee/ obligor's income and any other penalties set by State law.

8. **Anti-discrimination:** You are subject to a fine determined under State law for discharging an employee/ obligor from employment, refusing to employ, or taking disciplinary action against any employee/ obligor because of a child support withholding.

9. **Withholding Limits:** You may not withhold more than the lesser of : 1) the amounts allowed by the Federal Consumer Credit Protection Act (15 U.S.C. § 1673 (b)); or 2) the amounts allowed by the State of the employee's/obligor's principal place of employment. The federal limit applies to the aggregate disposable weekly earnings(ADWE). ADWE is the net income left after making mandatory deductions such as: State, Federal, local taxes; Social Security taxes; and Medicare taxes.

10. _____

***NOTE:** If you or your agent are served with a copy of this order in the state that issued the order, you are to follow the law of the state that issued this order with respect to these items.

Requesting Agency

If you or your employee/ obligor have any questions, contact: _____

by telephone at _____ Or by FAX at _____

_____ Or
by Internet _____

_____.