

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 listed 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 the employee is paid and controls the income, i.e. the date the income check or cash is given to the employee, or the date in which the income is deposited directly in his/her account.
- 4. **Employee/Obligor with Multiple Support Withholdings:** If you receive more than one Order/Notice against this employee/obligor, and you are unable to honor them all in full because together they exceed the withholding limit of the state of the employee's principal place of employment (see #9 below), you must allocate the withholding based on the law of the state of the employee's principal place of employment. If you are unsure of that state's allocation law, you must honor all Orders/Notices' current support withholdings before you withhold for any arrearages, to the greatest extent possible under the withholding limit. You should immediately contact the last agency that sent you an Order/Notice to find the allocation law of the state of the employee's principal place of employment.
- 5. **Termination Notification:** You must promptly notify 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 (CCPA) [15 U.S.C. § 1673(b)]; or 2) the amounts allowed by the state of the employee/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, and local taxes; Social Security taxes; and Medicare taxes. The federal CCPA limit is 50% of the

ADWE for child support and alimony, which is increased by: 1) 10% if the employee does not support a second family; and/or 2) 5% if arrears are more than 12 weeks old. (See boxes on front.)

10. _____

Requesting Agency: _____

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

by telephone: _____
by FAX: _____
by Internet: _____

SAMPLE