

INCOME WITHHOLDING FOR SUPPORT

OMB 0970-0154
Expiration Date: 09/30/2024

I. Sender Information: (Completed by the Sender)

Date: 1e

1a [] INCOME WITHHOLDING ORDER/NOTICE FOR SUPPORT (IWO)

1b [] AMENDED IWO

1c [] ONE-TIME ORDER/NOTICE FOR LUMP SUM PAYMENT

1d [] TERMINATION OF IWO

1f [] Child Support Enforcement (CSE) Agency [] Court [] Attorney [] Private Individual/Entity (Check One)

NOTE: This IWO must be regular on its face. Under certain circumstances you must reject this IWO and return it to the sender (see IWO instructions www.acf.hhs.gov/css/resource/income-withholding-for-support-instructions). If you receive this document from someone other than a state or tribal CSE agency or a court, a copy of the underlying support order must be attached.

State/Tribe/Territory 1g Remittance ID (include w/payment) 1h
City/County/Dist./Tribe 1i Order ID 1j
Private Individual Entity 1k Case ID 1l

II. Employer and Case Information: (Completed by the Sender)

Form section for Employer and Case Information with fields 2a-3f and 3g.

III. Order Information: (Completed by the Sender)

This document is based on the support order from 4 (State/Tribe).

You are required by law to deduct these amounts from the employee/obligor's income until further notice.

\$ 5a Per 5b current child support
\$ 6a Per 6b past-due child support - Arrears greater than 12 weeks? [] Yes [] No 6c
\$ 7a Per 7b current cash medical support
\$ 8a Per 8b past-due cash medical support
\$ 9a Per 9b current spousal support
\$ 10a Per 10b past-due spousal support
\$ 11a Per 11b other (must specify) 11c

for a Total Amount to Withhold of \$ 12a per 12b

IV. Amounts to Withhold: (Completed by the Sender)

You do not have to vary your pay cycle to be in compliance with the Order Information. If your pay cycle does not match the ordered payment cycle, withhold one of the following amounts:

\$ 13a per weekly pay period \$ 13b per semimonthly pay period (twice a month)
\$ 13c per biweekly pay period (every two weeks) \$ 13d per monthly pay period
\$ 14 Lump Sum Payment: Do not stop any existing IWO unless you receive a termination order.

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to provide uniformity and standardization. Public reporting burden for this collection of information is estimated to average two to five minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information in accordance with 45 CFR 303.100 of the Child Support Enforcement Program. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information, please contact the Employer Services Team by email at employerservices@acf.hhs.gov.

Employer/Income Withholder's Name: _____ 2a _____ Employer/Income Withholder's FEIN: _____ 2c _____

Employee/Obligor's Name: _____ 3a _____ SSN: _____ 3b _____

Case ID: _____ 1i _____ Order ID: _____ 1j _____

V. Remittance Information: (Completed by the Sender except for the "Return to Sender" check box.)

If the employee/obligor's principal place of employment is _____ 16 _____ (State/Tribe), you must begin withholding no later than the first pay period that occurs _____ 17 _____ days after the date of _____ 18 _____ of the order/notice. Send payment within _____ 19 _____ business days of the pay date. If you cannot withhold the full amount of support for any or all orders for this employee/obligor, withhold _____ 20 _____ % of disposable income for all orders. If the employee/obligor's principal place of employment is not _____ 21 _____ (State/Tribe), obtain withholding limitations, time requirements, the appropriate method to allocate among multiple child support cases/orders and any allowable employer fees from the jurisdiction of the employee/obligor's principal place of employment.

State-specific withholding limit information is available at www.acf.hhs.gov/css/resource/state-income-withholding-contacts-and-program-requirements. For tribe-specific contacts, payment addresses, and withholding limitations, please contact the tribe at www.acf.hhs.gov/sites/default/files/programs/css/tribal_agency_contacts_printable_pdf.pdf or www.bia.gov/tribalmap/DataDotGovSamples/tld_map.html.

You may not withhold more than the lesser of: 1) the amounts allowed by the Federal Consumer Credit Protection Act (CCPA) [15 USC §1673 (b)]; or 2) the amounts allowed by the law of the state of the employee/obligor's principal place of employment if the place of employment is in a state; or the tribal law of the employee/obligor's principal place of employment if the place of employment is under tribal jurisdiction. The CCPA is available at www.dol.gov/sites/dolgov/files/WHD/legacy/files/garn01.pdf. If the Order Information section does not indicate that the arrears are greater than 12 weeks, then the employer should calculate the CCPA limit using the lower percentage.

If there is more than one IWO against this employee/obligor and you are unable to fully honor all IWOs due to federal, state, or tribal withholding limits, you must honor all IWOs to the greatest extent possible, giving priority to current support before payment of any past-due support.

If the obligor is a nonemployee, obtain withholding limits from the **Supplemental Information** section in this IWO. This information is also available at www.acf.hhs.gov/css/resource/state-income-withholding-contacts-and-program-requirements.

Remit payment to _____ 22 _____ (SDU/Tribal Order Payee) at _____ 23 _____ (SDU/Tribal Payee Address)
Include the Remittance ID with the payment and if necessary this locator code of the SDU/Tribal order payee _____ 24 _____ on the payment.
To set up electronic payments or to learn state requirements for checks, contact the State Disbursement Unit (SDU). Contacts and information are found at www.acf.hhs.gov/css/resource/sdu-efit-contacts-and-program-requirements .

- 25 **Return to Sender (Completed by Employer/Income Withholder).** Payment must be directed to an SDU in accordance with sections 466(b)(5) and (6) of the Social Security Act or Tribal Payee (see Payments in Section VI). If payment is not directed to an SDU/Tribal Payee or this IWO is not regular on its face, you must check this box and return the IWO to the sender.

If Required by State or Tribal Law:
Signature of Judge/Issuing Official: _____ 26 _____
Print Name of Judge/Issuing Official: _____ 27 _____
Title of Judge/Issuing Official: _____ 28 _____
Date of Signature: _____ 29 _____

If the employee/obligor works in a state or for a tribe that is different from the state or tribe that issued this order, a copy of this IWO must be provided to the employee/obligor.

- 30 If checked, the employer/income withholder must provide a copy of this form to the employee/obligor.

Employer/Income Withholder's Name: _____ 2a _____ Employer/Income Withholder's FEIN: _____ 2c _____

Employee/Obligor's Name: _____ 3a _____ SSN: _____ 3b _____

Case ID: _____ 1i _____ Order ID: _____ 1j _____

VI. Additional Information for Employers/Income Withholders: (Completed by the Sender)

Priority: Withholding for support has priority over any other legal process under State law against the same income (section 466(b)(7) of the Social Security Act). If a federal tax levy is in effect, please notify the sender.

Payments: You must send child support payments payable by income withholding to the appropriate State Disbursement Unit or to a tribal CSE agency within 7 business days, or fewer if required by state law, after the date the income would have been paid to the employee/obligor and include the date you withheld the support from his or her income. You may combine withheld amounts from more than one employee/obligor's income in a single payment as long as you separately identify each employee/obligor's portion of the payment. Child support payments may not be made through the federal Office of Child Support Enforcement (OCSE) Child Support Portal.

Lump Sum Payments: You may be required to notify a state or tribal CSE agency of upcoming lump sum payments to this employee/obligor such as bonuses, commissions, or severance pay. Contact the sender to determine if you are required to report and/or withhold lump sum payments. Employers/income withholders may use OCSE's Child Support Portal (ocsp.acf.hhs.gov/csp/) to provide information about employees who are eligible to receive lump sum payments and to provide contacts, addresses, and other information about their companies. Child support payments may not be made through the federal OCSE Child Support Portal.

Liability: If you have any doubts about the validity of this IWO, contact the sender. If you fail to withhold income from the employee/obligor's income as the IWO directs, you are liable for both the accumulated amount you should have withheld and any penalties set by state or tribal law/procedure. _____

31

Anti-discrimination: You are subject to a fine determined under state or tribal law for discharging an employee/obligor from employment, refusing to employ, or taking disciplinary action against an employee/obligor because of this IWO.

32

Supplemental Information: _____

33

Employer/Income Withholder's Name: _____ 2a _____ Employer/Income Withholder's FEIN: _____ 2c _____

Employee/Obligor's Name: _____ 3a _____ SSN: _____ 3b _____

Case ID: _____ 1i _____ Order ID: _____ 1j _____

VII. Notification of Employment Termination or Income Status: (Completed by the Employer/Income Withholder)

If this employee/obligor never worked for you or you are no longer withholding income for this employee/obligor, you must promptly notify the CSE agency and/or the sender by returning this form to the address listed in the **Contact Information** section below or using OCSE's Child Support Portal (ocsp.acf.hhs.gov/csp/). Please report the new employer or income withholder, if known.

34a This person has never worked for this employer nor received periodic income.

34b This person no longer works for this employer nor receives periodic income.

Please provide the following information for the employee/obligor:

Termination date: _____ 35 _____ Last known telephone number: _____ 36 _____

Last known address: _____ 37 _____

Final payment date to SDU/Tribal Payee: _____ 38 _____ Final payment amount: _____ 39 _____

New employer's or income withholder's name: _____ 40 _____

New employer's or income withholder's address: _____ 41 _____

VIII. Contact Information: (Completed by the Sender)

To Employer/Income Withholder: If you have questions, contact _____ 42 _____ (sender name) by telephone: _____ 43 _____, by fax: _____ 44 _____, by email or website: _____ 45 _____.

Send termination/income status notice and other correspondence to: _____ 46 _____
_____ (sender address).

To Employee/Obligor: If the employee/obligor has questions, contact _____ 47 _____ (sender name) by telephone: _____ 48 _____, by fax: _____ 49 _____, by email or website: _____ 50 _____.

IMPORTANT: The person completing this form is advised that the information may be shared with the employee/obligor.

Encryption Requirements:

When communicating this form through electronic transmission, precautions must be taken to ensure the security of the data. Child support agencies are encouraged to use the electronic applications provided by the federal Office of Child Support Enforcement. Other electronic means, such as encrypted attachments to emails, may be used if the encryption method is compliant with Federal Information Processing Standard (FIPS) Publication 140-2 (FIPS PUB 140-2).