

Adopted effective May 1, 2008; amended effective September 18, 2014.

**Rule 24.11. Separate Income Withholding Orders**

(A) In all cases in which the payment of child support is ordered, a separate income withholding order stating that the payment of child support shall be made by wage withholding is required, unless:

- (1) the support is being enforced by the Georgia Department of Human Services;
- (2) the court issuing the order finds there is good cause not to require such immediate withholding, which includes a finding that wage withholding is not in the best interest of the child, and in cases involving modification of support orders, proof of timely payment of previous ordered support; or
- (3) a written agreement is reached between both parties which provides for an alternative arrangement.

(B) Income withholding orders shall designate the Obligee as the party responsible for initiating the income withholding by completing and transmitting all documents and notices required by Title 19 of OCGA, Title 42 of USC, and the Georgia Family Support Registry.

(C) If multiple worksheets are used and more than one amount of support is ordered, a separate income withholding order shall be signed by the court for each such amount of child support ordered.

(D) At the same time an income withholding order is submitted to an employer by the party designated in paragraph (B) of this rule, an income withholding notice, which is a form promulgated by the federal Office of Management and Budget (OMB) entitled “Income Withholding for Support,” shall also be completed and submitted to the employer, but that notice shall not be signed by a superior court judge nor filed with a clerk of superior court.

Adopted effective June 4, 2015; amended effective August 22, 2019; February 25, 2021; August 21, 2025.

**Rule 24.12. Required Income Withholding Order Form**

Any income withholding order issued pursuant to Rule 24.11 shall be in the following form:

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

\_\_\_\_\_, )  
Plaintiff, )  
 ) CIVIL ACTION  
v. ) FILE No. \_\_\_\_\_  
 )  
 )  
\_\_\_\_\_, )  
Defendant. )

**INCOME WITHHOLDING ORDER**

This Court having entered an order establishing, modifying or enforcing a child support obligation owed by the (check one) Plaintiff  Defendant , and the Court having determined that an Income Withholding Order (“IWO”) should be entered in accordance with Official Code of Georgia Annotated (“OCGA”) § 19-6-30 et seq., it is ORDERED AND ADJUDGED:

**1. Identification of Parties**

Name of Person Paying Support (“Obligor”): \_\_\_\_\_

Address of Obligor: \_\_\_\_\_

Name of Person Receiving Support (“Obligee”): \_\_\_\_\_

Child(ren):

Name: \_\_\_\_\_ Year of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Year of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Year of Birth: \_\_\_\_\_

Check here if a page is attached naming additional children.

**2. Service**

The Obligee shall initiate wage withholding by completing and transmitting all documents and notices required by OCGA § 19-6-30 et seq.; 42 USC § 666 (b) (6) (A) (ii); and the Georgia Family Support Registry. Additionally, the Obligee shall serve upon the Obligor a copy of this order and all other documents required to be served pursuant to OCGA § 19-6-30 et seq. Service on the Obligor shall be made by personal service, certified mail, statutory overnight delivery with return receipt requested, or by regular mail in accordance with the alternative

service provisions of OCGA §§ 9-11-4 (j) and 19-6-33 (c). The Obligees shall also mail a copy of this order to:

Family Support Registry  
P.O. Box 1800  
Carrollton, Georgia 30112-1800

### **3. Effective Date of this Order**

The effective date of this order shall be as follows:

- Immediately.
- Upon a delinquency equal to one month's support. This Court finds that good cause was shown to delay the effective date of this order. The Obligees or the IV-D agency\* may enforce this IWO by serving a "Notice of Delinquency" on the Obligor as provided in OCGA § 19-6-32 (h).

\* An "IV-D agency" is a state agency that runs a child support enforcement program under Title IV-D of the federal Social Security Act.

### **4. Duration of this Order**

This order hereby supersedes any previous IWO; and it shall remain in force so long as the order of support upon which it is based is effective or arrearages remain upon payment due under such order, or until further order of this Court. Thus, this order shall continue until (check one):  the last child of the parties for whom the Obligor has a duty to support reaches the age of majority;  the last child of the parties for whom the Obligor has a duty of support graduates from high school and reaches the age of majority, or reaches the age of 20 years, whichever shall first occur. See OCGA § 19-6-15 (e).

### **5. Income Withholding**

The Obligor's employer, future employer, or any other person, private entity, federal or state government, or any unit of local government providing or administering any periodic form of payment due to the Obligor, regardless of source, including without limitation wages, salary, commissions, bonuses, workers' compensation, disability, payments from a pension or retirement program, personal injury awards or settlements, and interest, shall withhold from all monies due the Obligor the amounts specified in paragraphs 6 and 7.

**6. Amount of Withholding**

The amount withheld pursuant to this order shall be calculated as follows:

- (a) Current Support: \$ \_\_\_\_\_ per month.
- (b) Alimony: \$ \_\_\_\_\_ per month.
- (c) Past Due Support: \$ \_\_\_\_\_ per month.
- (d) Family Support Registry (“FSR”) Fee: \$ \_\_\_\_\_ \*\*per withholding payment per OCGA § 19-6-33.1 (h).

\*\* Such administrative fee shall be the lesser of \$2 per payment, five percent of the amount of each payment, or the actual cost of processing and distributing the child support from the source to the Oblige, which the Family Support Registry has determined to be \$1.50.

**7. Past Due Support**

The Obligor named above owes past due support in the amount of \$ \_\_\_\_\_ as of \_\_\_\_\_, 20\_\_ . The Oblige shall have the right to any additional arrearage that may accrue through the date of the first withholding of income and for all other periods of non-payment.

**8. Payment Address**

The total amount withheld shall be forwarded by the Obligor’s employer (“Payor”) within two business days after each payment date to:

Family Support Registry  
P.O. Box 1800  
Carrollton, Georgia 30112-1800

**9. Payment Instructions**

(a) If Payor is withholding child support for more than one IWO, Payor must, upon future modification by Child Support Services or court order, withhold the FSR Fee for each IWO. If the amount Payor is withholding for any one case is \$30 or more, the FSR Fee for that IWO is \$1.50. If the withholding is less than \$30, the FSR Fee is five percent of the amount withheld.

(b) The total amount of the Child Support Withholding will decrease, if applicable, after all past due support is paid in full; at that point the amount withheld will be the amount of current support plus the FSR Fee.

**10. Consumer Credit Protection Act**

The maximum amount to be withheld by a Payor shall not exceed the amount allowable under Section 303 (b) of the federal Consumer Credit Protection Act (Pub. L. 90-321), 15 USC § 1673 (a), as amended.

**11. Duty of Obligor to Ensure Compliance**

The Obligor is hereby ordered to perform all acts necessary for the proper withholding of the sums stated in this IWO, including delivery of the IWO to his or her employer and future employers, and to personally monitor and confirm on an ongoing basis that the payments withheld are timely and properly withheld from his or her income and forwarded as ordered, correctly identified with the above case. Failure of the employer to perform under this order does not relieve the Obligor of his or her obligation to ensure that payment is made.

**12. Wrongful Discharge**

No Payor shall discharge an Obligor by reason of the fact that income has been subjected to an IWO under OCGA § 19-6-32. A Payor who violates this paragraph is subject to a civil penalty not to exceed \$250 for the first violation or \$500 for any subsequent violation. Penalties shall be paid to the Obligee or the Division of Child Support Services, whichever is enforcing the IWO, if any support is due and payable. If no support is due and payable, the penalty shall be paid to the Obligor.

SO ORDERED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_, Judge  
Superior Court of \_\_\_\_\_ County

Prepared and presented by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_