

INCOME WITHHOLDING FOR SUPPORT

OMB 0970-0154
Expiration Date: 08/31/2027

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 Agency (CSA) ☐ 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 CSA 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)

2a _____ RE: _____ 3a
Employer/Income Withholder's Name Employee/Obligor's Name (Last, First, Middle)

2b _____ 3b
Employer/Income Withholder's Address Employee/Obligor's Social Security Number

_____ 3c
Employee/Obligor's Date of Birth

_____ 3d
Custodial Party/Obligee's Name (Last, First, Middle)

Employer/Income Withholder's FEIN _____ 2c
Child(ren)'s Name(s) (Last, First, Middle) Child(ren)'s Birth Date(s)
_____ 3e _____ 3f

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.

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 <https://www.dol.gov/agencies/whd/fact-sheets/30-cppa>. 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-efc-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 SDU or to a tribal CSA 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 Services (OCSS) Child Support Portal.

Lump Sum Payments: You may be required to notify a state or tribal CSA of upcoming lump sum payments, such as bonuses, commissions, or severance pay, to this employee/obligor. Contact the sender to determine if you are required to report and/or withhold lump sum payments. Employers/income withholders may use the OCSS 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 OCSS 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. _____

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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.

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Supplemental Information: _____

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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 CSA and/or the sender by returning this form to the address listed in the **Contact Information** section below or by using the OCSS 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: _____ 5 _____.

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 Services. 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).