sage Payroll Services

sage

Garnishment or court order information form

Company name		Current date
Customer code (four-digit company code)	Special instructions	

Sent by		Phone number	
☐ New order ☐ Changed order		☐ Child support ☐ Garnishment	☐ Levy ☐ Voluntary wage assignment
Employee name		Employee number	SSN
Case number		Custodial parent or plaintiff	
ISETS number	Expiration date	☐ Do not create payment check **Note:** payment checks are created each payroll unless otherwise indicated	

Make check payable to: (include complete address)	Court fees

Please choose a withholding option/calculation below:		
☐ Child support	Support amount	Not more than the % of DI here
☐ IRS levy	Amount exempt per pay period	Goal amount

Garnishment		
☐ Weekly: If DI is greater than $290.00 take 25%. Less than $290.00 but greater than $217.50 take the difference. If DI is less than $217.50 is Exempt.		Goal amount
☐ Biweekly: If DI is greater than $580.00 take 25%. If less than $580.00 but greater than $435.00 take the difference. If DI less than $435.00 is Exempt.		Goal amount
☐ Semimonthly: If DI is greater than $628.33 take 25%. If less than $628.33 but greater than $471.25 take the difference. If DI is less than $471.25 is Exempt.		Goal amount
☐ Monthly: If DI is greater than $1256.67 take 25%. If DI is less than $1256.67 but greater than $942.50 take the difference. If DI is less than $942.50 is Exempt.		Goal amount

☐ Flat amount	Amount per pay	Goal amount	Other calculation: please explain
Customer is responsible for accuracy and verification of the information provided. Court ordered deductions are the employer's responsibility			
Signature			FOR INTERNAL USE ONLY: Received: _____ Processed by: _____ Process run number: _____