



Family Law Collections

Fall Traveling Seminar
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Changes in Support Payment Processing

Centralized Location for Support Payments

Legal Reference: 42 USC 654B and 666 (a)(8)(B)

Iowa Code 252B.9, 252B.13A, 252B.14, 252B.15, 252D.1, 252D.18A

- Requires a centralized location to process all support payments withheld by a noncustodial parent's employer under an Iowa income withholding notice.
- Iowa's centralized location for payments is the Department of Human Services' Collection Services Center (CSC).
 - ◆ CSC currently processes payments for support orders being enforced by the Child Support Recovery Unit.
 - ◆ All employers will send all income withholding support payments, including alimony, to CSC instead of the 100 clerks of court.

Transition to the CSC

Data Transfer

- CSC receives the information necessary to process the additional income withholding payments from the Iowa Court Information System through the state case registry. Data transfers from the court system to the Child Support Recovery Unit's information system.

Notices Going Out to Parents and Employers

- In September, the Department of Human Services sent notices to approximately 20,000 parents and 85,000 employers explaining the changes in income withholding payment processing.
 - ◆ The 20,000 parents receiving the notices are custodial and noncustodial parents whose income withholding payments are currently being processed through the clerks of court.
 - ◆ The 85,000 employers are businesses in Iowa and other states that currently employ or have formerly employed individuals with support obligations.

Payment Processing

- A few employers are already sending their income withholding payments to CSC to test the process.
- The remaining employers will begin sending payments to CSC as early as October 1, 1999.
- Others may need additional time to make changes to their payroll systems.
- Once the employers begin sending payments to CSC, the custodial and noncustodial parents may see changes in the payment method and the processing time.
 - ◆ CSC will process the payments within two working days of receipt, and

- ◆ The payments will be sent in the form of a state warrant. This payment method and turnaround time may differ from the county clerk's processing time.

Payments Still Processed by the Clerk of Court

Clerks of Court will continue to process the following payments:

- Attorney fees and property settlements
- Payments for support not collected by income withholding
- Support payments made by noncustodial parents who are self-employed

Enforcement

- Private attorneys are still responsible for preparing, amending, terminating and enforcing income withholding orders unless an individual applies for services from the Child Support Recovery Unit.

Payment Records

- The clerk of court continues to hold the official payment records for these private cases. Attorneys and parents will continue to contact the clerk of court to get a complete certified payment record for these cases.
 - ◆ The clerk's payment record will include the payments processed by CSC because that information will be sent electronically to the court information system.
 - ◆ The record will also include any other payments processed by the clerk of court, including payments made prior to computerization.
- For support orders being enforced by Child Support Recovery Unit, CSC can provide a complete certified payment record.

Change in Income Withholding Language

Legal Reference: Iowa Code 252B.14, 252D.1 and 598.22

- Beginning October 1, 1999, attorneys should include Collection Services Center as the payment location in all income withholding orders. In addition, if the support order requires income withholding, also direct the payments to CSC.
- Beginning October 1, 1999, regardless of the terms of the support order, support payments made through income withholding should be directed to Collection Services Center, P.O. Box 9125, Des Moines, Iowa 50306-9125.

Examples

- Example one: an obligor is cited for contempt of court in a case not being handled by CSRU, and the obligor wishes to make a payment, the obligor would pay support to the clerk of court. If you prepare an income withholding order, direct the employer to send all income withholding payments to CSC.
- Example two: When preparing an underlying support order, i.e. dissolution of marriage, child support payments may be directed to the clerk of court. However, if an income withholding order is entered, the income withholding order should direct payments to CSC.

Answers to Questions

- For a copy of the standardized income withholding form, you may download a copy from the Iowa Bar Association Web page at www.iowabar.org
- For answers to questions about the changes in support payment, please contact a local CSRU attorney or the specialized customer service unit between the hours of 9:00 A.M. and 5:00 P.M. The number is:

1-888-229-9223 (toll-free within the United States)

 - ◆ You can also use this number to check whether a payment has been received. The recorded message gives you step-by-step instructions. You will need the CSC case number.

Sec. 654b. Collection and disbursement of support payments

- (a) State disbursement unit
 - (1) In general

In order for a State to meet the requirements of this section, the State agency must establish and operate a unit (which shall be known as the "State disbursement unit") for the collection and disbursement of payments under support orders -

 - (A) in all cases being enforced by the State pursuant to section [654](#)(4) of this title; and
 - (B) in all cases not being enforced by the State under this part in which the support order is initially issued in the State on or after January 1, 1994, and in which the income of the noncustodial parent is subject to withholding pursuant to section [666](#)(a)(8)(B) of this title.
 - (2) Operation

The State disbursement unit shall be operated -

 - (A) directly by the State agency (or 2 or more State agencies under a regional cooperative agreement), or (to the extent appropriate) by a contractor responsible directly to the State agency; and
 - (B) except in cases described in paragraph (1)(B), in coordination with the automated system established by the State pursuant to section [654a](#) of this title.
 - (3) Linking of local disbursement units

The State disbursement unit may be established by linking local disbursement units through an automated information network, subject to this section, if the Secretary agrees that the system will not cost more nor take more time to establish or operate than a centralized system. In addition, employers shall be given 1 location to which income withholding is sent.
- (b) Required procedures

The State disbursement unit shall use automated procedures, electronic processes, and computer-driven technology to the maximum extent feasible, efficient, and economical, for the collection and disbursement of support payments, including procedures -

 - (1) for receipt of payments from parents, employers, and other States, and for disbursements to custodial parents and other obligees, the State agency, and the agencies of other States;
 - (2) for accurate identification of payments;
 - (3) to ensure prompt disbursement of the custodial parent's share of any payment; and
 - (4) to furnish to any parent, upon request, timely information on the current status of support payments under an order requiring payments to be made by or to the parent, except that in cases described in subsection (a)(1)(B) of this section, the State disbursement unit shall not be required to convert and maintain in automated form records of payments kept pursuant to section [666](#)(a)(8)(B)(iii) of this title before the effective date of this section.
- (c) Timing of disbursements
 - (1) In general

Except as provided in paragraph (2), the State disbursement unit shall distribute all amounts payable under section 657(a) of this title within 2 business days after receipt from the employer or other source of periodic income, if sufficient information

identifying the payee is provided. The date of collection for amounts collected and distributed under this part is the date of receipt by the State disbursement unit, except that if current support is withheld by an employer in the month when due and is received by the State disbursement unit in a month other than the month when due, the date of withholding may be deemed to be the date of collection.

- (2) Permissive retention of arrearages
The State disbursement unit may delay the distribution of collections toward arrearages until the resolution of any timely appeal with respect to such arrearages.
- (d) "Business day" defined
As used in this section, the term "business day" means a day on which State offices are open for regular business.

US Code as of: 01/26/98

Sec. 666. Requirement of statutorily prescribed procedures to improve effectiveness of child support enforcement

- (a) Types of procedures required
In order to satisfy section [654\(20\)\(A\)](#) of this title, each State must have in effect laws requiring the use of the following procedures, consistent with this section and with regulations of the Secretary, to increase the effectiveness of the program which the State administers under this part:
- (8)
 - (A) Procedures under which all child support orders not described in subparagraph (B) will include provision for withholding from income, in order to assure that withholding as a means of collecting child support is available if arrearages occur without the necessity of filing application for services under this part.
 - (B) Procedures under which all child support orders which are initially issued in the State on or after January 1, 1994, and are not being enforced under this part will include the following requirements:
 - (i) The income of a noncustodial parent shall be subject to withholding, regardless of whether support payments by such parent are in arrears, on the effective date of the order; except that such income shall not be subject to withholding under this clause in any case where (I) one of the parties demonstrates, and the court (or administrative process) finds, that there is good cause not to require immediate income withholding, or (II) a written agreement is reached between both parties which provides for an alternative arrangement.
 - (ii) The requirements of subsection (b)(1) of this section (which shall apply in the case of each noncustodial parent against whom a support order is or has been issued or modified in the State, without regard to whether the order is being enforced under the State plan).
 - (iii) The requirements of paragraphs (2), (5), (6), (7), (8), (9), and (10) of subsection (b) of this section, where applicable.
 - (iv) Withholding from income of amounts payable as support must be carried out in full compliance with all procedural due process requirements of the State.

Sec. 666. Requirement of statutorily prescribed procedures to improve effectiveness of child support enforcement

b) Withholding from income of amounts payable as support

The procedures referred to in subsection (a)(1)(A) of this section (relating to the withholding from income of amounts payable as support) must provide for the following:

- (5) Such withholding must be administered by the State through the State disbursement unit established pursuant to section [654b](#) of this title, in accordance with the requirements of section 654b of this title.

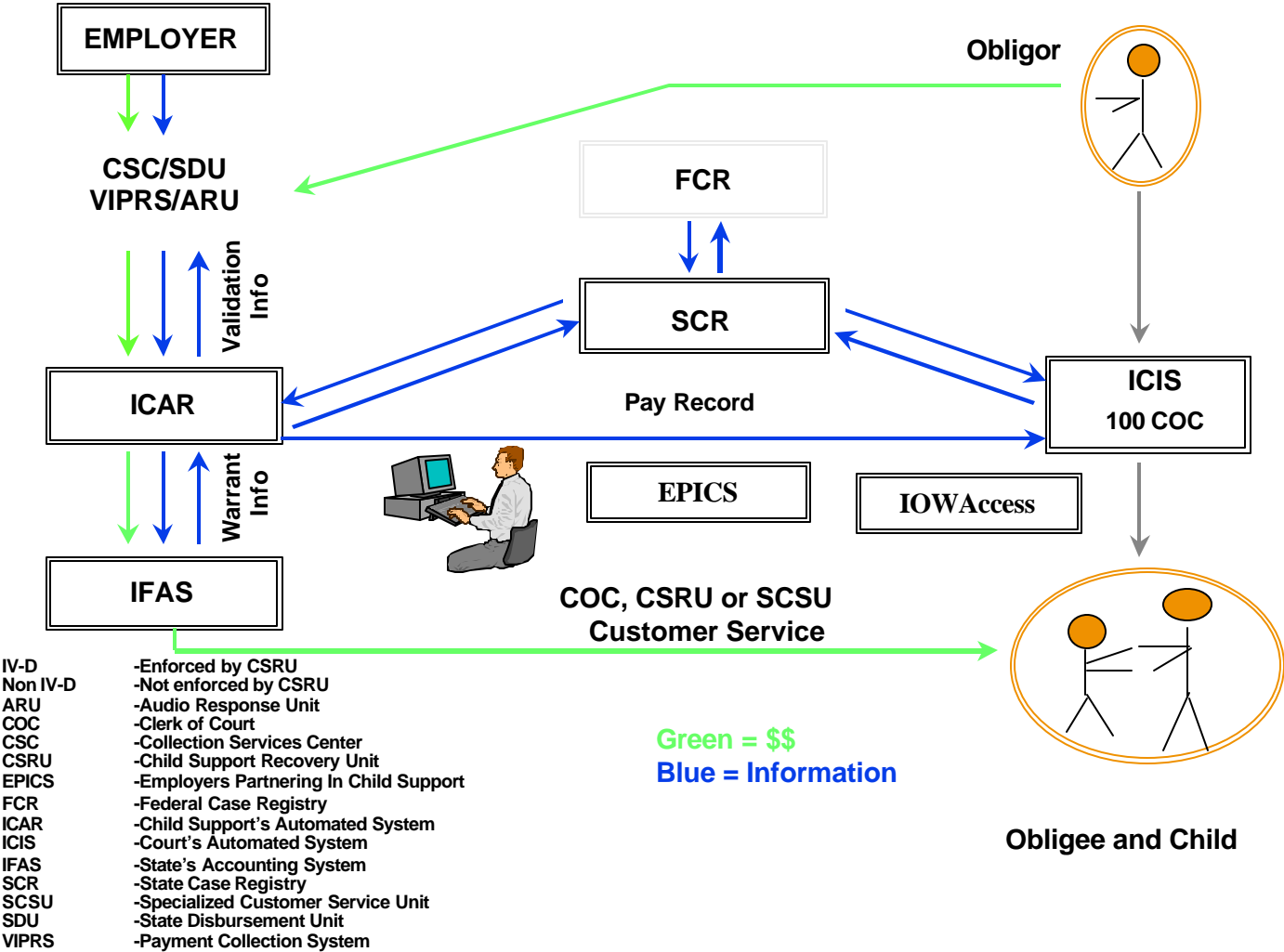
Child Support Forms

[Child Support Guideline Form](#)

[Changes in Processing Income Withholding Support Payments](#)

[Child Support Guideline Instructions](#)

Child Support Payment Processing with State Case Registry (SCR), State Disbursement Unit (SDU), Local Access, and Statewide Customer Service



- IV-D -Enforced by CSRU
- Non IV-D -Not enforced by CSRU
- ARU -Audio Response Unit
- COC -Clerk of Court
- CSC -Collection Services Center
- CSRU -Child Support Recovery Unit
- EPICS -Employers Partnering In Child Support
- FCR -Federal Case Registry
- ICAR -Child Support's Automated System
- ICIS -Court's Automated System
- IFAS -State's Accounting System
- SCR -State Case Registry
- SCSU -Specialized Customer Service Unit
- SDU -State Disbursement Unit
- VIPRS -Payment Collection System

Changes in Processing Income Withholding Support Payments

Centralized Payment Location

Iowa is changing how income withholding support payments are processed. 42 USC 654B and 666 (a)(8)(B) requires each state to provide a centralized location to process all support payments withheld by a noncustodial parent's employer under an Iowa income withholding notice. This statute also requires all states to include all new or modified support orders on a state case registry.

In Iowa, the centralized location for payments is the Department of Human Services' Collection Services Center (CSC). Currently, CSC processes payments for support orders being enforced by the Child Support Recovery Unit (CSRU). CSC will now process all income withholding payments for support, including alimony. Employers will send income withholding payments to CSC, rather than to the 100 clerks of court.

CSC receives the information necessary to process the additional income withholding payments through the state case registry. Clerks of court enter a wage assignment indicator on the Iowa Court Information System (ICIS). This allows the transfer of the necessary data from the court's automated system to CSC.

Transition of Payments

CSRU and the State Court Administrator's office have been working together to make sure the transition of payments to CSC occurs smoothly. Letters will be mailed to the custodial and noncustodial parents during the month of September informing them of the changes in payment processing. A few employers are already sending their income withholding payments to CSC as part of a pilot project. CSRU will soon send notices to all employers to begin sending payments to CSC.

Payment Processing

Some employers will begin sending payments to CSC as early as October 1, 1999. Others may need additional time to make changes to their payroll systems. Once the employers begin sending payments to CSC, the custodial and noncustodial parents may see changes in the payment method and the processing time. CSC will process the payments within two working days of receipt, and the payments will be sent in the form of a state warrant. This payment method and turnaround time may differ from the county clerks' processing time.

Payments Still Processed by the Clerk of Court

Clerks of Court will continue to process the following payments:

- Attorney fees and property settlements
- Payments for support not collected by income withholding
- Support payments made by noncustodial parents who are self-employed

Enforcement

Please note the only thing that is changing is how income withholding support payments are processed. Attorneys are still responsible for preparing, amending, terminating and enforcing income withholding orders unless an individual applies for services from CSRU.

Payment Records

To get a complete certified payment record for support orders not enforced by CSRU, contact the clerk of court. The clerk of court holds the official payment records for these cases. The clerk's payment record will include the payments processed by CSC because that information will be sent electronically to the court information system. The record will also include any other payments processed by the clerk of court. For payments made prior to computerization, some payment records may be on ledger cards or in the court docket book.

For support orders being enforced by CSRU, CSC can provide a complete certified payment record.

Change in Income Withholding Language

Beginning October 1, 1999, attorneys should include Collection Services Center as the payment location in all income withholding orders. In addition, if the support order requires income withholding, also direct the payments to CSC.

Beginning October 1, 1999, regardless of the terms of the support order, support payments made through income withholding should be directed to Collection Services Center, P.O. Box 9125, Des Moines, Iowa 50306-9125. This change in the language can be found in Iowa Code 252B.14 and 598.22.

Example one: an obligor is cited for contempt of court in a case not being handled by CSRU, and the obligor wishes to make a payment, the obligor would pay support to the clerk of court. If you prepare an income withholding order, direct the employer to send all income withholding payments to CSC.

Example two: When preparing an underlying support order, i.e. dissolution of marriage, child support payments may be directed to the clerk of court. However, if an income withholding order is entered, the income withholding order should direct payments to CSC.

If you need a copy of the standardized income withholding form, you may download a copy from the Iowa Bar Association Web page at www.iowabar.org

If you have questions about the changes in support payment processing, please contact a local CSRU attorney or the specialized customer service unit between the hours of 9:00 A.M. and 5:00 P.M. The number is:

1-888-229-9223 (toll-free within the United States)

You can also use this number to check whether a payment has been received. The recorded message gives you step-by-step instructions. You will need the CSC case number.

NOTICE TO WITHHOLD INCOME FOR CHILD SUPPORT

State of Iowa,
 County of _____
 Date of Notice _____
 Court/Case Number _____

_____ Original Order/Notice
 _____ Amended Order/Notice
 _____ Order/Notice to Terminate

Employer Name and Address: _____ _____ _____ _____ _____ Employer/Withholder's Federal EIN _____	RE: Employee/Obligor's Name (Last, First, MI): _____ Employee/Obligor's SSN: _____ Employee/Obligor's Case Number: _____ Custodial Parent's Name (Last, First, MI): _____ _____
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Child(ren)'s Name(s): DOB:

Child(ren)'s Name(s): DOB:

NOTICE INFORMATION: This is a Notice to Withhold Income for Child Support based upon an order for support from _____. By law, you are required to deduct these amounts from the above-named employee's/obligor's income until further notice even if this Notice is not issued by your state.

If checked, you are required to enroll the child(ren) identified above in any health insurance coverage available through the employee's/obligor's employment.

\$ _____ per _____ in current support
 \$ _____ per _____ in past-due support
 \$ _____ per _____ in medical support
 \$ _____ per _____ in other (specify) _____

 \$ _____ per _____ in other (specify) _____

for a total of \$ _____ per _____ to be forwarded to the payee below.

You do not have to vary your pay cycle to be in compliance with the support order. If your pay cycle does not match the ordered support payment cycle, use the following calculations to determine how much to withhold:

\$ _____ **per weekly pay period.**
 \$ _____ **per biweekly pay period (every two weeks).**
 \$ _____ **per semimonthly pay period (twice a month).**
 \$ _____ **per monthly pay period.**

REMITTANCE INFORMATION: Follow the laws and procedures in the State of the employee's/obligor's principal place of employment even if such laws and procedures are different from the following paragraph:

You must begin withholding no later than the first pay period occurring 10 days after the date of this Notice. Send payment within 7 state business days of the payday/date of withholding. You are entitled to deduct a fee of up to \$2.00 to defray the cost of withholding. The total withheld amount, including your fee, cannot exceed 50% of the employee/obligor's aggregate disposable weekly earnings. To determine the aggregate disposable weekly earnings, please refer to #9 on the next page.

When remitting payment provide the payday/date of withholding and the case number _____.
If remitting by EFT or EDI process, use this FIPS code*: _____; bank routing code*: _____; Bank account number*: _____.

Make it payable to: Collection Services Center
Send check to: PO Box 9125
Des Moines, IA 50306-9125

Authorized by: _____

Print Name: _____

ADDITIONAL INFORMATION TO EMPLOYERS AND OTHER WITHHOLDERS

- 1. Priority:** Withholding under this 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 to determine which request has the highest priority.
- 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 payday/date of withholding when sending the payment. The payday/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 on which the income is deposited directly in his/her account.
- 4. Employee/Obligor with Multiple Support Withholdings:** If you receive more than one 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 on the next page), you must allocate the withholding based on the laws 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 or 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 a Withholding Order or Notice to determine the allocation law of the state of the employee's principal place of employment.

5. Termination Notification: You must promptly notify the issuing agency when the employee/obligor is no longer working for you. Please provide the information requested and return a copy of this Notice to the agency identified below.

EMPLOYEE'S/OBLIGOR'S NAME: _____

EMPLOYEE'S CASE NUMBER: _____ **DATE OF SEPARATION:** _____

LAST KNOWN HOME ADDRESS: _____

NEW EMPLOYER'S ADDRESS / INFORMATION: _____

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 questions about lump sum payments, contact the person or authority listed 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. You are guilty of a simple misdemeanor. You may be charged costs, interest and reasonable attorney fees related to the collection of the amounts due.

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 an employee/obligor because of a child support withholding. Taking of any of these actions means you are guilty of a simple misdemeanor. A withholding order has the same force and effect as any other district court order, including, but not limited to, contempt of court proceedings for noncompliance.

9. Withholding Limits: You may not withhold more than the lesser of: a) the amounts allowed by the Federal Consumer Credit Protection Act (15 U.S.C. 1673(b)); or 2) the amounts allowed by the State of the employee's/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, 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.

10. Other Information: This Order/Notice is binding on current and future income withholders 10 days after receipt. Payments shall be mailed to the designated payee within seven business days. "Business day" means a day on which the State of Iowa offices are open for regular business. For UIFSA income withholding, follow the laws in the employee's/obligor's principal state of employment to determine the following: a) The fee for processing a payment. b) The maximum percentage to

withhold. c) The time periods to start the withholding and when to mail the payments. d) Any terms or conditions not already specified.

11. Contesting the Income Withholding: The employee/obligor may move to quash an income withholding order or a notice of income withholding by filing a motion to quash with the clerk of court.

Grounds for contesting a withholding order include the following:

a. A mistake of fact for purposes of a motion to quash means an error in the amount withheld for payment, or the amount ordered to be withheld, or the identity of the obligor.

b. For immediate income withholding only, good cause or a written agreement existed at the time of implementation of the withholding.

Or the employee/obligor may contact a private attorney.

Issuing Agency:

If you or your employee/obligor have any questions, contact: _____
by telephone at _____ or by FAX at _____ or
by Internet _____.

NOTICE TO WITHHOLD INCOME FOR CHILD SUPPORT

State of Iowa, _____
 County of 2 _____
 Date of Notice 4 _____
 Court/Case Number 6 _____

 1 Original Order/Notice
 3 Amended Order/Notice
 5 Order/Notice to Terminate

Employer Name and Address: <u> 7 </u> _____ _____ _____	RE: Employee/Obligor's Name (Last, First, MI): <u> 8 </u> _____ Employee/Obligor's SSN: <u> 9 </u> _____ Employee/Obligor's Case Number: <u> 10 </u> _____ Custodial Parent's Name (Last, First, MI): <u> 12 </u> _____
Employer/Withholder's Federal EIN <u> 11 </u> _____	

Child(ren)'s Name(s): DOB:
 13
 15
 17

Child(ren)'s Name(s): DOB:
 14
 16
 18

NOTICE INFORMATION: This is a Notice to Withhold Income for Child Support based upon an order for support from 19 . By law, you are required to deduct these amounts from the above-named employee's/obligor's income until further notice even if this Notice is not issued by your state.

 20 If checked, you are required to enroll the child(ren) identified above in any health insurance coverage available through the employee's/obligor's employment.

\$ 21 per 22 in current support
 \$ 23 per 24 in past-due support
 \$ 25 per 26 in medical support
 \$ 27 per 28 in other (specify)
 29

\$ 30 per 31 in other (specify)
 32

for a total of \$ 33 per 34 to be forwarded to the payee below.

You do not have to vary your pay cycle to be in compliance with the support order. If your pay cycle does not match the ordered support payment cycle, use the following calculations to determine how much to withhold:

\$ 35 **per weekly pay period.**
 \$ 36 **per biweekly pay period (every two weeks).**
 \$ 37 **per semimonthly pay period (twice a month).**
 \$ 38 **per monthly pay period.**

REMITTANCE INFORMATION: Follow the laws and procedures in the State of the employee's/obligor's principal place of employment even if such laws and procedures are different from the following paragraph:

You must begin withholding no later than the first pay period occurring 10 days after the date of _____ this Notice. Send payment within 7 state business days of the paydate/date of withholding. You are entitled to deduct a fee of up to \$2.00 to defray the cost of withholding. The total _____ withheld amount, including your fee, cannot exceed 50% of the employee/obligor's aggregate _____ disposable weekly earnings. To determine the aggregate disposable weekly earnings, please refer to #9 on the next page.

When remitting payment provide the paydate/date of withholding and the case number _____ 39 _____. If remitting by EFT or EDI process, use this FIPS code*: _____ 40 _____; bank routing code*: _____ 41 _____; Bank account number*: _____ 42 _____.

Make it payable to: _____ 43 _____

Send check to: _____ 44 _____

Authorized by: _____ 45 _____

Print Name: _____ 46 _____

ADDITIONAL INFORMATION TO EMPLOYERS AND OTHER WITHHOLDERS

- 1. Priority:** Withholding under this 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 to determine which request has the highest priority.
- 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 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), you must allocate the withholding based on the laws 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 or 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 a Withholding Order or Notice to determine the allocation law of the state of the employee's principal place of employment.

5. Termination Notification: You must promptly notify the issuing agency when the employee/obligor is no longer working for you. Please provide the information requested and return a copy of this Notice to the agency identified below.

EMPLOYEE'S/OBLIGOR'S NAME:

EMPLOYEE'S CASE NUMBER: _____ **DATE OF SEPARATION:**

LAST KNOWN HOME ADDRESS:

NEW EMPLOYER'S ADDRESS / INFORMATION:

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 questions about lump sum payments, contact the person or authority listed 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. You are guilty of a simple misdemeanor. You may be charged costs, interest and reasonable attorney fees related to the collection of the amounts due.

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 an employee/obligor because of a child support withholding. Taking of any of these actions means you are guilty of a simple misdemeanor. A withholding order has the same force and effect as any other district court order, including, but not limited to, contempt of court proceedings for noncompliance.

9. Withholding Limits: You may not withhold more than the lesser of: a) the amounts allowed by the Federal Consumer Credit Protection Act (15 U.S.C. 1673(b)); or 2) the amounts allowed by the State of the employee's/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, 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.

10. Other Information: This Order/Notice is binding on current and future income withholders 10 days after receipt. Payments shall be mailed to the designated payee within seven business days. "Business day" means a day on which the State of Iowa offices are open for regular business. For UIFSA income withholding, follow the laws in the employee's/obligor's principal state of employment to determine the following: a) The fee for processing a payment. b) The maximum percentage to withhold. c) The time periods to start the withholding and when to mail the payments. d) Any terms or conditions not already specified.

11. Contesting the Income Withholding: The employee/obligor may move to quash an income withholding order or a notice of income withholding by filing a motion to quash with the clerk of court.

Grounds for contesting a withholding order include the following:

- a. A mistake of fact for purposes of a motion to quash means an error in the amount withheld for payment, or the amount ordered to be withheld, or the identity of the obligor.
- b. For immediate income withholding only, good cause or a written agreement existed at the time of implementation of the withholding. Or the employee/obligor may contact a private attorney.

Issuing Agency:

_____ 47 _____

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

_____ 48 _____

by telephone at _____ 49 _____ or by FAX at

_____ 50 _____ or

by Internet

_____ 51 _____

Instructions for completing the ORDER/NOTICE TO WITHHOLD INCOME FOR CHILD SUPPORT

1. **Original Order/Notice:** Enter an “X” in this field if this is the original order/notice to withhold income for child support under this court order number.
2. **County of:** Enter the name of the court where the underlying order for support is filed. For example, if the divorce action is entered in Webster County, enter Webster in this field.
3. **Amended Order/Notice:** Enter an “X” in this field if this order/notice amends (changes or modifies) the amounts requested in the original order/notice to withhold income for child support.
4. **Date of Notice:** Enter the date in the MM/DD/CCYY format. This is the date that you complete the order/notice to withhold income for child support.
5. **Order/Notice to Terminate:** Enter an “X” in this field, if this order/notice stops (ends) the withholding request in any prior order/notice to withhold income for child support.
6. **Court/Case Number:** Enter the court order number in this field.
7. **Employer/Withholder’s Name and Address:** Enter the name and address of the income provider who will receive this copy of the order/notice to withhold income for child support.
8. **RE: Employee/Obligor’s Name (Last, First, Middle Initial):** Enter the name of the person ordered to pay support. Enter the information in the following format last name, first name and middle initial.
9. **Employee/Obligor’s SSN:** Enter the social security number of the person ordered to pay support.
10. **Employee/Obligor’s Case Number:** Enter the court order number in this field.
11. **Employer/Withholder’s Federal EIN:** Enter the 9 digit federal employer identification number of the income provider who will receive this copy of the order/notice to withhold income for child support, if known.

12. **Custodial Parent's Name (Last, First, Middle Initial):** Enter the name of the person ordered to receive support. Enter the information in the following format last name, first name and middle initial.
13. **Child(ren)'s Name(s) and DOB:** Enter the first and last name and complete date of birth (in the following format MM/DD/CCYY) for the first child covered by the underlying order for support.
14. **Child(ren)'s Name(s) and DOB:** Enter the first and last name and complete date of birth (in the following format MM/DD/CCYY) for the second child covered by the underlying order for support.
15. **Child(ren)'s Name(s) and DOB:** Enter the first and last name and complete date of birth (in the following format MM/DD/CCYY) for the third child covered by the underlying order for support.
16. **Child(ren)'s Name(s) and DOB:** Enter the first and last name and complete date of birth (in the following format MM/DD/CCYY) for the fourth child covered by the underlying order for support.
17. **Child(ren)'s Name(s) and DOB:** Enter the first and last name and complete date of birth (in the following format MM/DD/CCYY) for the fifth child covered by the underlying order for support.
18. **Child(ren)'s Name(s) and DOB:** Enter the first and last name and complete date of birth (in the following format MM/DD/CCYY) for the sixth child covered by the underlying order for support.

Note: If there are more than 6 children covered by the order for support, please list the additional names and dates of birth in the same format on a separate sheet. Attach that additional sheet to the order/notice to withhold income for child support before filing with the Clerk of Court and mailing to the income provider.

19. **from _____:** Enter the name of the state where the underlying support order originated.
20. **___ If checked:** Enter an "X" in this field if the employer should enroll the employee's/obligor's child(ren) in a health insurance plan.
21. **\$_____:** Enter the dollar amount ordered in the underlying support order for payment of current child support.

22. **Per** _____: Enter the frequency of the support payments ordered in the underlying support order for payment of the current child support. For example: monthly, weekly etc.
23. **\$** _____: Enter the amount of income the income provider should withhold for the payment of past due support.
24. **Per** _____: Enter the frequency of the payments ordered for payment of the past due support. For example: monthly, weekly etc.
25. **\$** _____: Enter the amount of income the income provider should withhold for the payment of medical support, if the underlying support order requires payment of a specific dollar amount.
26. **Per** _____: Enter the frequency of the payments ordered for payment of the medical support. For example: monthly, weekly etc.
27. **\$** _____: Enter the amount of income the income provider should withhold for the payment of other support (alimony, house payments, insurance payments other than medical, etc.), if the underlying support order requires payment of a specific dollar amount.
28. **Per** _____: Enter the frequency of the payments ordered for payment of other support. For example: monthly, weekly etc.
29. **Other (specify):** Enter the type of support this payment represents. For example, alimony, house payments, insurance payments other than medical, etc.
30. **\$** _____: Enter the amount of income the income provider should withhold for the payment of other support (alimony, house payments, insurance payments other than medical, etc.), if the underlying support order requires payment of a specific dollar amount.
31. **Per** _____: Enter the frequency of the payments ordered for payment of other support. For example: monthly, weekly etc.
32. **Other (specify):** Enter the type of support this payment represents. For example, alimony, house payments, insurance payments other than medical, etc.
33. **Total of \$** _____: Enter the total amount of income the income provider should withhold per this order/notice to withhold income for child support.

34. **Per _____**: Enter the frequency of the payments ordered for payment of all support. For example: monthly, weekly etc.
35. **\$ _____** : Enter the amount of money the income provider would need to withhold on a weekly basis in order to withhold the total amount of support ordered. For example, the total amount to withhold is \$200 per month. Divide 200 by 4.33 to find the amount the income provider should withhold on a weekly basis.
36. **\$ _____** : Enter the amount of money the income provider would need to withhold on a bi-weekly basis in order to withhold the total amount of support ordered. For example, the total amount to withhold is \$200 per month. Divide 200 by 2.17 to find the amount the income provider should withhold on a bi-weekly basis.
37. **\$ _____** : Enter the amount of money the income provider would need to withhold on a semi-monthly basis in order to withhold the total amount of support ordered. For example, the total amount to withhold is \$200 per month. Divide 200 by 2 to find the amount the income provider should withhold on a semi-monthly basis.
38. **\$ _____** : Enter the amount of money the income provider would need to withhold on a monthly basis in order to withhold the total amount of support ordered.

Use the following formulas to convert payments:

weekly to bi-weekly multiply by 2.17
weekly to semi-monthly multiply by 2
weekly to monthly multiply by 4.33

bi-weekly to weekly multiply by 2.17 then divide by 4.33
bi-weekly to semi-monthly multiply by 2.17 then divide by 2
bi-weekly to monthly multiply by 2.17

monthly to weekly divide by 4.33
monthly to bi-weekly divide by 2.17
monthly to semi-monthly divide by 2

39. **Case Identifier:** Enter the court order number in this field.

40. **FIPS Code:** Enter the Federal Information Process Standard (FIPS) code for transmitting payments through EFT/EDI. The FIPS code is five characters that identify the state and county. It is seven characters when it identifies the state, county and a specific location within the county. This number is to ensure collections are sent to the correct location. Complete only for EFT/EDI transmission.
41. **Bank routing code:** This is the receiving agency's bank routing number. Complete only for EFT/EDI transmission.
42. **Bank account number:** This is the receiving agency's bank account number. Complete only for EFT/EDI transmission.
43. **Make it payable to:** Income withholding payments must be sent to the state disbursement unit. This is the Collection Services Center.
44. **Send check to:** PO Box 9125, Des Moines, IA 50306-9125.
45. **Authorized by:** The judge signs the form here.
46. **Print Name:** Print the name and title of the person signing the form.
47. **Issuing Agency:** Enter the name and complete mailing address of the firm or clerk of court requesting the income withholding.
48. **Contact:** Enter the name of the person the income provider can contact regarding any questions they may have concerning the order/notice.
49. **Telephone:** Enter the complete telephone number for the contact person.
50. **FAX:** Enter the complete fax number for the contact person.
51. **Internet:** Enter the complete Internet E-mail address for the contact person, if you have e-mail capability.

August 25, 1999