



Transforming
Lives

Division of Child Support

Income Withholding--One Order Per Case



Employer's Guide to Child Support

www.childsupportonline.wa.gov

Washington State's Child Support Program



Supporting Child Support

The Basics of Child
Support for Employers



Nationwide, child support lifts a million people out of poverty every year.

Child Support Facts

- Responsible for 325,000 cases -- about 700 cases per support officer.
- Process 250,000 payments each month.
- Employers reduce tax burden by \$150 million a year.
- 17 million children (more than 1/3 of all kids in US) received child support services in 2016.

Employer Responsibilities

1. [Report new hires](#) and rehires
2. Answer withholding notices within **20** days
3. Begin withholding next pay date
4. Remit within **7** days
5. Enroll dependents in medical plan
6. Notify DCS when employee stops working

Income Withholding

In this section you will learn:

- Child Support laws and requirements
- How to process and answer an Income Withholding Order
- Where and when to send withheld funds

DIVISION OF CHILD SUPPORT
PO BOX 11520
TACOMA WA 98411-5520

STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
DIVISION OF CHILD SUPPORT (DCS)



The Income Withholding Order shows important information about your employee/ parent.

TO: SAMPLE STORAGE
1512 UHAUL ST
VANCOUVER WA 98660

DATE: May 07, 2014

RE: MR PRODUCTION

AKA: MISTER MARK PRODUCTION

AKA:

SSN: 000-00-0000

ACCOUNT NUMBER: IN 2260979

CASE NUMBER: 623833

Income Withholding For Support Cover Letter

42 U.S.C. 666(b), RCW 26.23.060, and RCW 74.20A.080

The Division of Child Support (DCS) is collecting child support from the noncustodial parent (parent) named above.

The enclosed order / notice: Is a new order / notice. Amends (changes) a previously served order / notice.
 Terminates (stops) withholding. Is a one-time lump-sum payment request.

If you are located outside Washington State and the requirements listed in this letter conflict with the laws of the state where the parent works, follow the laws of the state where the parent works.

DCS summarized your responsibilities below. See pages 2 and 3 for more details. If you employ or otherwise pay the parent for personal or contracted services, you must comply with the items marked below.

Immediately begin withholding \$ 500.00 per month from all of the parent's disposable earnings. See page 2 for information about disposable earnings.

1. Do not withhold more than 50 percent of the parent's disposable earnings in any pay period.
2. If you do not pay the parent on a monthly basis, see the enclosed order / notice for alternative withholding methods.

11/28/2017. **Note:** If you pay on a **weekly** or **bi-weekly** schedule, DCS prefers that you withhold equal payments as follows if your payroll system allows.

Frequently Asked Questions

Does the enclosed order / notice apply to me? The order / notice applies to all employers except Indian tribes, tribally-owned businesses, or Indian-owned businesses on a reservation.

1. If you are a tribe, tribally-owned business, or Indian-owned business located on a reservation see the enclosed answer form.
2. If you are a tribe, tribally-owned business, or Indian-owned business located on a reservation and you choose to honor the support order and withhold as directed in the enclosed order / notice, DCS appreciates your voluntary compliance.

Does the enclosed order / notice have priority over other processes? Yes. An order / notice to withhold and deliver for child support has priority over other wage assignments, garnishments, attachments, or other legal processes.

Can DCS require wage withholding when the parent is not behind in support payments? Yes.

What qualifies as earnings? Earnings means (also see disposable earnings below):

1. Compensation (including payments to independent contractors) paid or payable for personal services. This includes wages, salaries, commissions, bonuses, or pay in other forms.
2. All gains from capital, labor, or both combined, and periodic payments for retirement, pensions, and insurance plans.

What qualifies as disposable earnings? Disposable earnings are earnings remaining after deductions required by law.

1. Required deductions **include** federal, state, and local income taxes, FICA taxes, mandatory pension plan contributions, and mandatory union dues.
2. Required deductions **do not include** processing fees, voluntary pension plan contributions, medical insurance costs or copayments, voluntary deductions requested by the parent, and other deductions not required by law.
3. Draws or advances against future earnings **are not deductions** required by law and do not affect the amount of disposable earnings. You cannot reimburse yourself for draws paid out prior to applying the terms of the income withholding order to what would otherwise be disposable earnings as defined above. Reimbursement for draws must be taken from that portion of disposable earnings that would be paid to the individual after the income withholding order is satisfied.
4. If the parent is an **independent contractor**, deduct the support payment from the parent's fee or commission for services.
5. Do not withhold more than 50 percent of the parent's disposable earnings in any pay period.

INCOME WITHHOLDING FOR SUPPORT

- ORIGINAL INCOME WITHHOLDING ORDER/NOTICE FOR SUPPORT (IWO)
- AMENDED IWO
- ONE-TIME ORDER/NOTICE - LUMP SUM PAYMENT
- TERMINATION of IWO

Date: March 05, 2013

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 <http://www.acf.hhs.gov/programs/cse/newhire/employer/publication/publication.htm#forms>). If you receive this document from someone other than a State or Tribal CSE agency or a Court, a copy of the underlying order must be attached.

State/Tribe/Territory Washington State Remittance Identifier (include w/payment) IN 2260979
 City/County/Dist./Tribe _____ Order Identifier 999999999
 Private Individual/Entity _____ CSE Agency Case Identifier 623833

<p>SAMPLE STORAGE</p> <p>Employer/Income Withholder's Name 1512 UHAUL ST VANCOUVER WA 98660</p> <p>Employer/Income Withholder's Address _____</p> <p>Employer/Income Withholder's FEIN _____</p> <p>Child(ren)'s Name(s) (Last, First, Middle) PRODUCTION CHILD</p>	<p>RE: <u>PRODUCTION</u> <u>MR</u></p> <p>Employee/Obligor's Name (Last, First, Middle) <u>111-11-2222</u></p> <p>Employee/Obligor's Social Security Number _____</p> <p><u>PRODUCTION</u> <u>DAISY</u></p> <p>Custodial Party/Obligee's Name (Last, First, Middle)</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>Child(ren)'s Birth Date(s) <u>12/27/2012</u></p>
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ORDER INFORMATION: This document is based on the support or withholding order from Washington State.
 You are required by law to deduct these amounts from the employee/obligor's income until further notice.

\$ <u>400.00</u>	Per <u>month</u>	current child support	
\$ <u>100.00</u>	Per <u>month</u>	past-due child support	Arrears greater than 12 weeks? <input type="checkbox"/> Yes <input type="checkbox"/> No
\$ _____	Per <u>month</u>	current cash medical support	
\$ _____	Per <u>month</u>	past-due cash medical support	
\$ _____	Per <u>month</u>	current spousal support	
\$ _____	Per <u>month</u>	past-due spousal support	
\$ _____	Per <u>month</u>	other (must specify) _____	

11/29/2017

for a **Total Amount to Withhold** of 500.00 per month

ORDER INFORMATION: This document is based on the support or withholding order from Washington State.

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

\$	<u>400.00</u>	Per <u>month</u>	current child support	
\$	<u>100.00</u>	Per <u>month</u>	past-due child support	- Arrears greater than 12 weeks? <input type="checkbox"/> Yes <input type="checkbox"/> No
\$		Per <u>month</u>	current cash medical support	
\$		Per <u>month</u>	past-due cash medical support	
\$		Per <u>month</u>	current spousal support	
\$		Per <u>month</u>	past-due spousal support	
\$		Per <u>month</u>	other (must specify)	

for a **Total Amount to Withhold** of 500.00 per month

AMOUNTS TO WITHHOLD: 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:

\$	<u>115.38</u>	per weekly pay period	\$	<u>250.00</u>	per semimonthly pay period (twice a month)
\$	<u>230.76</u>	per biweekly pay period (every two weeks)	\$	<u>500.00</u>	per monthly pay period

\$ _____ **Lump Sum Payment:** Do not stop any existing IWO unless you receive a termination order.

REMITTANCE INFORMATION: If the employee/obligor's principal place of employment is Washington State, you must begin withholding no later than the first pay period that occurs one day after the date of 03/05/2013. Send payment within seven working days of the pay date. If you cannot withhold the full amount of support for any or all orders for this employee/obligor, withhold up to 50% of disposable income for all orders. If the employee/obligor's principal place of employment is not Washington State, obtain withholding limitations, time requirements, and any allowable employer fees at http://www.acf.hhs.gov/programs/cse/newhire/employer/contacts/contact_map.htm for the employee/obligor's principal place of employment.

Document Tracking Identifier N/A

OMB 0970-0154

INCOME WITHHOLDING FOR SUPPORT
DSHS 09-957 (REV. 06/2011)

FG VER. (1/22)
3012:03052013/
623833 / 3293

Answer to Order / Notice of Income Withholding for Support

(Chapters 26.23 and 74.20A RCW)

TO: DIVISION OF CHILD SUPPORT
PO BOX 11520
TACOMA WA 98411-5520

RE: MR PRODUCTION

SSN: 111-11-2222

FROM: SAMPLE STORAGE

(Enter your mailing address if different from the one on the Order / Notice of Income Withholding.)

- _____
- _____
- A. **This is the first issuance of this form** regarding the enclosed ***Income Withholding for Support***. Please complete this form and return it to the Division of Child Support (DCS) **within 20 days.**
- B. **This is the second issuance of this form.** The Division of Child Support (DCS) previously served your business an ***Income Withholding for Support*** regarding the above-named parent. Please complete this form and return it to DCS within 20 days. If you do not complete and return this form, you will be subject to the liabilities stated in the enclosed order / notice. You may be liable even if you do not possess money or property belonging or owing to the parent.

Employment / Payroll Information

1. We are a tribe, tribally-owned business, or Indian-owned business located on a reservation. (If you mark this box, enter your Employment Security Department (ESD) Number and Federal Employer Identification Number (FEIN) and go to the Declaration section on page 2.)

Our ESD number is: _____ Our FEIN is: _____

2. **We do not employ or owe money to the parent.** (If you mark this box, complete this section and go to the Declaration section on page 2.)

a. We never employed the parent.

b. We employed the parent from _____ until _____

(1) We do not plan to rehire the parent.

(2) We plan to rehire the parent on _____

(3) The parent was injured and receives a Labor and Industries (L & I) disability benefit.

The L & I claim number is: _____

c. The parent's new employer's name is: _____

11/28/2017

3. We **employ or owe money** to the parent. (If you mark this box, complete the remainder of this form.)
- We will withhold \$ _____ per pay period from the parent's disposable earnings as required by the **Income Withholding for Support**.
 - We pay the parent: weekly twice monthly other: _____
 monthly every two weeks
 - The gross pay per pay period is: \$ _____
 - The net pay per pay period is: \$ _____
 - The rate of pay is: \$ _____
 - The parent's next pay date is: _____
 - The parent's occupation is: _____
 - We do do not offer health insurance coverage for the parent's dependents.
 - We do do not pay the parent by direct deposit through Electronic Funds Transfer.

Declaration

The parent's last-known address is: _____

The parent's last-known telephone number is (include area code): (_____) _____

We understand the duration of the enclosed **Income Withholding for Support** as explained in the order / notice.

I am authorized to certify (or declare) the following statement on behalf of the business.

I certify (or declare) under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Signed at _____

DATE _____

SIGNATURE _____

E-MAIL ADDRESS _____

PRINTED NAME _____

(_____) _____

(_____) _____

TELEPHONE NUMBER (INCLUDE AREA CODE)

FAX NUMBER (INCLUDE AREA CODE)

INCOME WITHHOLDING FOR SUPPORT

- ORIGINAL INCOME WITHHOLDING ORDER/NOTICE FOR SUPPORT (IWO)
- AMENDED IWO
- ONE-TIME ORDER/NOTICE - LUMP SUM PAYMENT
- TERMINATION of IWO

Date: March 05, 2013

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 <http://www.acf.hhs.gov/programs/cse/newhire/employer/publication/publication.htm#forms>). If you receive this document from someone other than a State or Tribal CSE agency or a Court, a copy of the underlying order must be attached.

State/Tribe/Territory Washington State Remittance Identifier (include w/payment) IN 2260979
 City/County/Dist./Tribe _____ Order Identifier 999999999
 Private Individual/Entity _____ CSE Agency Case Identifier 623833

SAMPLE STORAGE

Employer/Income Withholder's Name _____
1512 UHAUL ST
VANCOUVER WA 98660

Employer/Income Withholder's Address _____

Employer/Income Withholder's FEIN _____

Child(ren)'s Name(s) (Last, First, Middle) _____

PRODUCTION CHILD

RE: PRODUCTION MR

Employee/Obligor's Name (Last, First, Middle) _____

111-11-2222

Employee/Obligor's Social Security Number _____

PRODUCTION DAISY

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

Child(ren)'s Birth Date(s) _____

12/27/2012

A copy of the notice is automatically sent to the employee

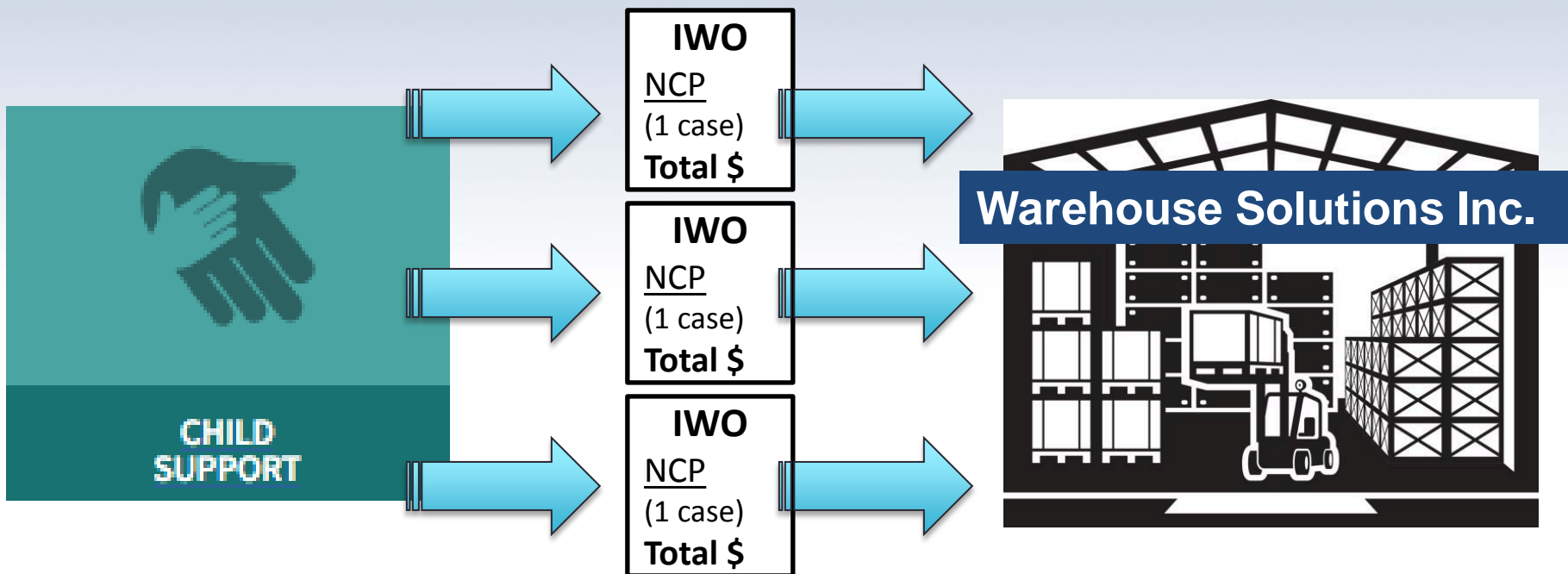
ORDER INFORMATION: This document is based on the support or withholding order from Washington State.

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

- \$ 400.00 Per month _____ current child support
- \$ 100.00 Per month _____ past-due child support - **Arrears greater than 12 weeks?** Yes No
- \$ _____ Per month _____ current cash medical support
- \$ _____ Per month _____ past-due cash medical support
- \$ _____ Per month _____ current spousal support
- \$ _____ Per month _____ past-due spousal support
- \$ _____ Per month _____ other (must specify) _____

for a **Total Amount to Withhold** of 500.00 per month _____

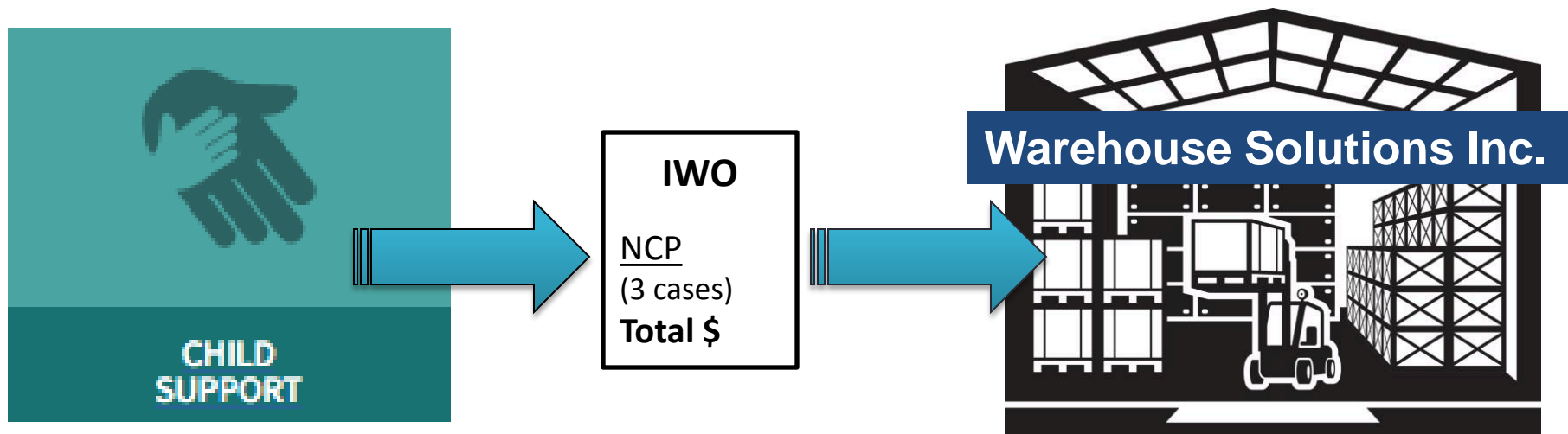
Transitioning to One Income Withholding Order Per Case



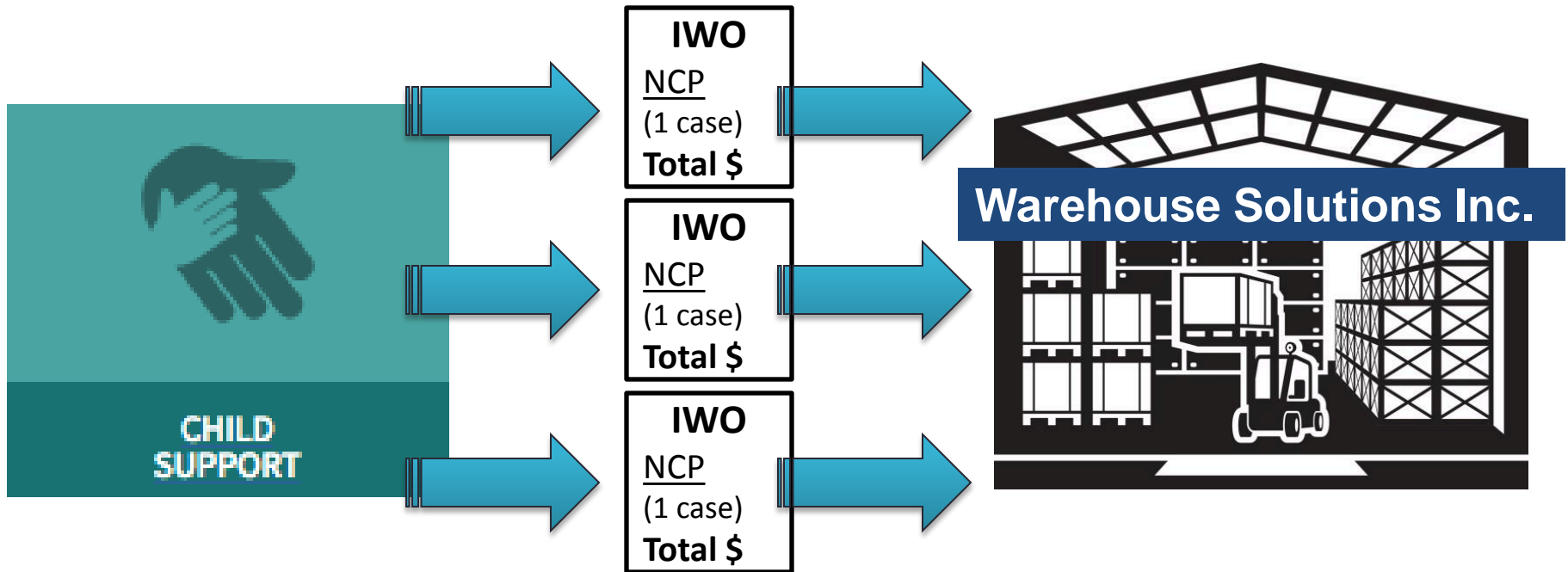
Why is DCS changing the way it issues Income Withholding Orders (IWO)?

- The change is based on updated federal requirements
- IWOs will now be issued by case, not by employee/ non-custodial parent
- Easier to track changes in withholding since each case will have its own IWO

One Income Withholding Order Per Employee



One Income Withholding Order Per Case



One IWO Per Case

- The effect of this change will be minimal for most employers
- More than 70% of parents with an order only have one case
- Transition will be gradual, sending out new IWOs in the normal course of business
- Multi-state employers are already familiar with this process as most states handle IWOs this way
- Employers are still encouraged to send one payment per pay period regardless of the number of cases and IWOs

One IWO Per Case

- DCS will continue to accept payments electronically or by check with electronic payments being the preferred method
- Employers can also elect to receive withholding orders electronically (e-IWO)
- Contact Bill Stuart, National e-IWO Program Manager, at william.stuart@acf.hhs.gov
- <https://www.acf.hhs.gov/css/employers/e-iwo>



Income Withholding For Support Cover Letter

42 U.S.C. 666(b), RCW 26.23.060, and RCW 74.20A.080

TO:

XX
XX
XX
XX
XX
XX
XX

DATE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

RE: XXX

AKA: XXX

AKA: XXX

SSN: 999-99-9999

ACCOUNT NUMBER: IN XXXXXXXXXX

CASE NUMBER: XXXXXXXXXXXXXXXXXXXXXXX

The Division of Child Support (DCS) is collecting child support from the noncustodial parent (parent) named above.

The enclosed order / notice: Is a new order / notice. Amends (changes) a previously served order / notice.
 Terminates (stops) withholding. Is a one-time lump-sum payment request.

If you are located outside Washington State and the requirements listed in this letter conflict with the laws of the state where the parent works, follow the laws of the state where the parent works.

If the parent has more than one case with DCS, then DCS sends an order / notice for each case number. See page 3 for information about multiple orders / notices for one parent.

DCS summarized your responsibilities below. See pages 2 and 3 for more details. If you employ or otherwise pay the parent for personal or contracted services, you must comply with the items marked below.

Immediately begin withholding \$ Z, ZZZ, ZZZ.ZZ per month for case number XXXXXXXXXXXXXXXXXXXX from all of the parent's disposable earnings. See page 2 for information about disposable earnings.

1. Do not withhold more than 50 percent of the parent's disposable earnings in any pay period.

Note: If you receive more than one order / notice from DCS for the same parent, add all the amounts together to get the total amount to withhold from the parent's disposable earnings. The withholding amount for multiple orders / notices is limited to 50 percent in any pay period.



Frequently Asked Questions

Does DCS send more than one order / notice for a parent if the parent has more than one case? Yes. The orders / notices for the same parent will all have the **same remittance ID / account number**, but each one will have a **different case number**. An order / notice for a specific case is issued, amended, and terminated separately from those issued on the parent's other cases. Add amounts together to get the total withholding amount.

Can the same child be listed on more than one order / notice? Yes. A child may be listed on more than one order / notice because the parent may owe current support on one case, and owe back support to one or more custodial parties on other cases. There should be, however, only one order / notice for current support for a child. Contact DCS if you have any questions about an order / notice you received from us.

What do I do if I receive multiple orders / notices for the same parent and I am already withholding 50% of the parent's disposable income? Continue to withhold and remit 50% of the parent's disposable income. Keep all orders / notices on file until released or you no longer employ or owe the parent money. You must honor all orders / notices to the greatest extent possible.

Can I combine payments when a parent has more than one order / notice from DCS? Yes. You may combine the amounts withheld and send a single payment to the Washington State Support Registry. Clearly show the parent's name and account number on the payment. DCS will distribute your single payment between the parent's multiple cases based on federal and state regulations.

Can I combine payments for more than one parent? Yes. You may combine the amounts withheld and send a single payment to the Washington State Support Registry. However, you must clearly show each parent's name, account number, and portion of the payment. You may use the enclosed **Employer Payment Identification Instructions** form to list each parent's payment.

What can happen if I do not comply with the enclosed order / notice? Individual state laws define penalties for failure to comply with orders / notices for income withholding for support. If you do business:



IWO Answer Form

STATE OF WASHINGTON
Department of Social
& Health Services

STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
DIVISION OF CHILD SUPPORT (DCS)

Business/Agency Use

Answer to Order / Notice of Income Withholding for Support (Chapters 26.23 and 74.20A RCW)

TO: DIVISION OF CHILD SUPPORT
PO BOX 11520
TACOMA WA 98411-5520

RE: JOHN J JOHNSON
SSN: 123-45-6789
ACCOUNT NUMBER: IN 1234567
CASE NUMBER: 7654321

FROM: WAREHOUSE SOLUTIONS

(Enter your mailing address if different from the one on
the *Income Withholding for Support*.)

- A. This is the first issuance of this form regarding the enclosed *Income Withholding for Support*. Please complete this form and return it to the Division of Child Support (DCS) within 20 days. You may respond on one answer form for multiple case numbers. Please list each case number. Attach a separate sheet if necessary.
- B. This is the second issuance of this form. The Division of Child Support (DCS) previously served your business an *Income Withholding for Support* regarding the above-named parent. Please complete this form and return it to DCS within 20 days. If you do not complete and return this form, you will be subject to the liabilities stated in the enclosed order / notice. You may be liable even if you do not possess money or property belonging or owing to the parent. You may respond on one answer form for multiple cases. Please list each case number. Attach a separate sheet if necessary.

Employment / Payroll Information

- 1. We are a tribe, tribally-owned business, or Indian-owned business located on a reservation. (If you mark this box, enter your Employment Security Department (ESD) Number and Federal Employer Identification Number (FEIN) and go to the Declaration section on page 2.)

Our ESD number is: _____ Our FEIN is: _____

- 2. We are responding to an *Income Withholding for Support* we received for each of the following case numbers:

7654321 _____

9876543 _____

5432198 _____

- 3. We do not employ or owe money to the parent. (If you mark this box, complete this section and go to the Declaration section on page 2.)
 - a. We never employed the parent.
 - b. We employed the parent from _____ until _____
 - (1) We do not plan to rehire the parent.
 - (2) We plan to rehire the parent on _____





IWO Answer Form

[Blurred content]

2. We are responding to an *Income Withholding for Support* we received for each of the following case numbers:

7054321	_____	_____	_____
9876543	_____	_____	_____
5432198	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[Blurred content]



IWO Answer Form

(B) The parent was injured and receives a Department of Labor and Industries (L & I) disability benefit.
The L & I claim number is: _____

(C) The parent's new employer's name is: _____

4. We **employ or owe money** to the parent. (If you mark this box, complete the remainder of this form.)

a. We will withhold \$ 392.30 per pay period from the parent's disposable earnings as required by the *Income Withholding for Support*. (If you are responding to more than one *Income Withholding for Support* on this answer form, add the amounts for each case number together.)

b. We pay the parent: weekly twice monthly other: _____
 monthly every two weeks

(1) The gross pay per pay period is: \$ 2460

(2) The net pay per pay period is: \$ 2100

1. The parent's occupation is: Washhouse worker

2. We do do not offer health insurance coverage for the parent's dependents.

3. We do do not pay the parent by direct deposit through Electronic Funds Transfer.

Declaration

The parent's last known address is: 113 Schumler
Shelton, WA 98584

The parent's last known telephone number is (include area code): (360) 333-4421

We understand the duration of the increased Income Withholding for Support order (unless and only others that are listed in box 2 on page 1 of this answer form, as explained in the orders I receive.

I am authorized to verify (or declare) the following statement on behalf of the business:

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Agent # 100000000 - Washhouse Solutions

12/19/2022
DATE

Edwin Galanderson
SIGNATURE

Edwin Galanderson
NAME

Edwin Galanderson
PHONE NUMBER

(360) 333-4421
TELEPHONE NUMBER (include area code)

(360) 333-4421
TELEPHONE NUMBER (include area code)

I warrant that the information provided on this form is true and correct to the best of my knowledge and belief, and that I am authorized to provide this information on behalf of the business.

Economic Services Administration

[About ESA](#) | [Find an ESA Office](#) | [Frequently Asked Questions](#)[Home](#) > [Economic Services Administration](#) > [Division of Child Support](#)

ESA

Division of Child Support

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Division of Child Support

Latest News

Division of Child Support 101

Learn more about how we work and how we can help you support your children as they grow into happy, healthy adults at our [free class](#) from 1 to 3 p.m., Sept. 20, North Seattle College room 230. Child support professionals will be on hand to answer your questions.

Attention Employers

Did you know that DCS is changing the way we issue Income Withholding Orders? To find out more, go to the [Employer page](#) of our website

Are you struggling to pay child support?

DCS would like to connect you to our [Alternative Solutions](#) program designed to help parents who are having trouble making payments. Program specialists work with parents who are ready to identify and work on barriers to child support. Find out more about how the program worked for one parent in this [video](#).

Child support should change as your family's circumstances change. Find out how to [change a child support order](#).

ESA

Division of Child Support

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Employers

Transitioning to One Income Withholding Order per Case

The Division of Child Support (DCS) will change the way we issue the Income Withholding for Support (IWO) to employers beginning December 2017. The federal requirements state that one IWO must be issued per case, not per employee/ non-custodial parent (NCP) as we currently do. This change will make it easier for employers to track changes in withholding since each case will have its own IWO. DCS is working hard to ensure these changes have as little impact as possible on employers and DCS families.

DCS will not be updating all IWOs in place at one time. Instead, multiple IWOs will be phased in over time and will be issued one per case as they are identified in the normal course of business. Most other states already use this process so it may be familiar to employers.

Employers are still encouraged to send one payment regardless of the number of cases and IWOs. Payments will apply to cases the way they always have.

DCS will offer webinars for employers to explain the changes and answer questions. Information about these webinars will be made available on our website. Thank you for your continued support of the child support program.

Thank you for helping children and families



- **What should an employer do if the employee says the withholding is for the wrong amount or that no income should be withheld?**
- Explain that by law, an employer must comply with the terms of the withholding order as issued. If your employee disagrees with the withholding, they should contact DCS.



- **How much does an employer withhold when they receive more than one order / notice from DCS for the same parent?**
- Add the amounts of the multiple orders / notices together to get the total amount to withhold from the parent's disposable earnings. Do not withhold more than 50 percent in any pay period.



- **Will DCS mail multiple IWOs together?**
- Each withhold will be mailed separately. Potential future enhancements may allow grouped mailing of withholding notices to employers.



- **How does an employer respond to the withholding notices?**
- Complete and return the ‘Answer to Order / Notice of Income Withholding for Support’
- Okay to return one answer form for multiple withholds for one employee
- Answer should list all applicable case numbers for the employee and combined withhold amount



- **Can an employer combine payments when a parent has more than one order / notice from DCS?**
- Yes. Employers are still encouraged to send one payment per pay period regardless of the number of cases and IWOs. DCS will continue to accept payments [electronically](#) or by check. Clearly show the parent's name and individual number on the payment.
- DCS will distribute a single payment between the parent's multiple cases based on federal and state regulations.