

Information for Employers - How Does Income Withholding Work?

Income withholding is ordered by a court or administrative agency to deduct child and medical support obligations from a parent's income. It takes priority over all other legal processes against income (including commercial garnishments) except for an IRS tax lien served before the income withholding order.

You will:

1. Receive an income withholding order/notice for an employee from a child support enforcement agency, court or private attorney.
2. If your employee owes child support, you will receive an income withholding order or notice telling you the amount of the obligation and where to send it. Your employee is not required to tell you that he/she owes child support. It is a good idea to give your employee a copy of the income withholding order/notice. In many instances, you are required by law to do so.
3. Begin withholding and send in payments. You deduct the specified amount each pay period and send it to the agency responsible for receiving child support payments. The amount deducted may not exceed the limits set by the Consumer Credit Protection Act and similar state laws.
4. Continue to withhold until you receive an official notification to stop. Don't stop or change withholding for child support until you receive official notification from the child support enforcement agency or court.
5. All income withholding payments must be sent to the Child Support Payment Center.

May I charge a fee for withholding?

Yes, you may charge an employee up to \$1 for each payment withheld. Deduct the charge from the employee's remaining income after you deduct the withheld child support