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Your Payroll Experts

Company #

Company Name

Processor

This worksheet is designed to assist you in verifying the child support wage attachments for your employees. The verification is an essential component in converting the attachments to electronic funds transfer (EFT). Most states do require that the employer contact the State Collection Unit in order to reconcile the employee's accounts prior to converting to EFT. The contact phone number for the State Collection Unit is listed on the Notice to Withhold Order, usually listed as 'If remitting EFT/EDI contact #'.

Employee name _____ Record number _____

Information required for the withheld order of income to be remitted properly:

Which state is issuing the order? _____

What is the case identifier from the order? _____
(can be up to a 20 alpha numeric length)

Employee / Obligor's social security number? _____
(this must match the court order)

Does the employer offer family medical insurance coverage? _____
(yes or no)

FIPS Code (required by some states) _____
(either from order or call to state, N/A if not required)

Third party check record number (if known) _____