



Employee Garnishment Deduction Setup Form

Client Code: _____

Date: _____

Company Name: _____

Company Deduction Setup

(Charge per deduction setup is \$12.00 for child support)

Type Of Deduction: _____ Amount Per Pay Period: \$ _____

Employee Name: _____ Employee Number: _____

Employee Social Security Number: _____

Deduction Frequency: Weekly Bi-Weekly Semi-Monthly Monthly

Child Support Order State: _____ Case Number: _____

(Please attach a copy of the child support order)

Please Check Off Which Option Applies:

If Employee is **NOT** Supporting a Current Family (Spouse/Other Children) Then:

60% of Disposable Income

65% if More Than 12 Weeks in Arrears

If Employee **IS** Supporting a Current Family (Spouse/Other Children) Then:

50% of Disposable Income

55% if More Than 12 Weeks in Arrears

If Court Ordered Health Insurance For Child Has Been Issued Check This Box:

Deduction Check Information

Will Eagle Payroll Service Inc. Produce the Payment Check for This Deduction: Yes No

(There is a charge of \$1.50 per deduction to produce the deduction check each payroll)

If Yes, Please Fill Out The Following:

Paid To: _____

Address: _____

Will Eagle Payroll Service Inc. Submit the Payment On Your Behalf: Yes No

(There is a charge of \$6.95 per deduction check to produce and send deduction payment checks on a client's behalf each pay period drawn on clients account)

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Internal Use Only

Setup Date: _____ Vendor #: _____ Deduction Codes: _____ Setup By: _____

Sequenced: _____ Journal: _____ Timesheet: _____ Report Number: _____