

PAYROLL PROCEDURES MANUAL

SECTION Z - INDEX – H

(Revised 09/22)

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(FORM STD. 639 (Rev. 05/2009) AND STD.639CFS (Rev. 05/2009))

- Ordered Assignment of Wages for out of state Ongoing Child Support collection. (Example 1)

Filed under FC 5200 et seq. received in the office on 09/05/1998.
Monthly deduction amount of \$500.00 to be taken.
- Modification to Court Ordered Assignment of Wages, with Arrears Support Also Due for out of state Child Support collection. (Example 2)

Filed under FC 5200 et seq. received in the office on 11/11/1998. In addition to the \$500.00 monthly deduction, employee now has an arrears of \$2,000.00 to be taken at \$250.00 per month.
- Court Ordered Assignment of Wages for Spousal Support only, with Arrears Support also due. (Example 3)

Filed under FC 5200 et seq. received in the office on 09/15/1998.
Monthly deduction amount of \$400.00 to be taken. Additionally, employee owes arrears of \$1,800 with \$200.00 to be taken per month.
- Modification to Court Ordered Assignment of Wages, Increased Monthly Deduction for Ongoing Spousal Support. (Example 4)

Received in the office on 11/02/1998. Monthly deduction of \$400.00 has been increased to \$700.00. The arrears are now showing a zero amount due.
- Cancel Spousal Support Arrears. (Example 4.1)
- Federally Guaranteed Student Loan (Higher Education Act of 1965: 20 USCA Section 1095a.) 10% of Disposable to be Taken Each Month Until Total Amount Has Been Withheld. (Example 5)

Total owed is \$5,000.00. Disposable earnings for this employee is \$2,419.73 per month.
- FTB Child Support Collection Program. (Example 6)

Received in the office on 09/19/1998. Amount owed is \$11,250.00.

- Earnings Withholding Order. (Example 7)
Filed under CCP 706.125 received in the office on 10/19/1998. Total amount owed is \$3,645.00.
- Modification to Earnings Withholding Order. (Example 8)
Received in the office on 10/26/1998. Modifying the order to show a specific amount per month of \$150.00. 25% of disposable earnings, \$474.39 was taken from the 10/1998 Monthly Pay. Accounting split the garnishment warrant. \$150.00 was sent to the payee and the remaining \$342.39 was refunded to the employee. Add the amount refunded to the employee back into the total.
- STD. 674 Returning Pay for Garnishment to be Withheld. (Example 9)
- Court ordered Assignment of Wages for Ongoing Child Support collected in CA. (Example 10)
File under FC 5200 et seq. received in the office on 12/29/2006. Monthly deduction amount of \$500.00 to be taken.
- Court ordered Assignment of Wages with Arrears Child Support also due (Example 11)
Filed under FC 5200 et seq. received in the office on 01/23/2007. Monthly deduction amount of \$350.00 to be taken. In addition, the employee now has an arrears of \$99,999.99 to be taken as a percentage amount. The \$99,999.99 was established because the court order did not have a total amount for the arrears.
- Earnings Withholding Order for Child or Family Support Arrears. (Example 12)
Filed under CCP Section 706.030 received in the office on 12/13/2006. Total arrears amount of \$10,000 with \$200.00 to be taken monthly.
- Modification to Court ordered Assignment of Wages, decrease monthly deduction amount for Ongoing Child or Family Support. Received in office on 12/29/2006. Monthly deduction amount decreased from \$500.00 to \$300.00 per month. (Example 13)
- Cancel Earnings Withholding order for Child or Family Support Arrears. (Example 14)

- FTB Earnings Withholding Order for State tax collection received on 11/23/1999 with a total of \$4,253.00 requesting \$150.00 a month for a semi-monthly employee. (Example 15)

The monthly amount indicated in 11D will be applied based the employee's pay frequency. For a semi-monthly employee a deduction of \$75.00 per pay period will be deducted.

- Court Order Assignment of Wages received for Ongoing Spousal And Child Support and Arrears for Spousal Support and Child Support collected in CA. (Example 16)

Court Order is requesting \$400.00 for Ongoing Spousal Support and \$300.00 for Ongoing Child Support. The order also requests \$100.00 per month for Spousal Arrears and \$200.00 per month for Child Arrears with no total indicated (complete as \$99,999.99). There is no separate address indicated on the order for Spousal Support to be forwarded to, so combine Ongoing Support as one amount and combine Arrears Support as one amount per month and submit to the CA SDU.

Submit with Court Order attached.

- Cancelling Ongoing Child Support collected in CA for a semi-monthly employee. (Example 17)

Complete Monthly Amount of \$300.00, Deduction Amount Per Pay Period of \$150.00.

Submit with Court Order attached.