

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: November 16, 2009

PAYROLL LETTER #09-016

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services DivisionRE: **CD 155 GARNISHMENT TRANSMITTAL REVISION**

In an ongoing effort to improve efficiency and reduce operating costs, the State Controller's Office will change the printing process of the Garnishment Transmittal Form CD155. Currently, with the use of an impact printer, the Transmittal Form CD155 is printed on a duplicate carbonless paper. The Payee Copy and Agency Copy contain the same data.

Effective January 2010, when current stock is exhausted, the Transmittal Form CD155 will be printed on 18" x 11" paper with the use of a laser printer. When the change occurs, the **Payee Copy** and **Agency Copy** will print side-by-side. The paper will be perforated in the middle and sides for simple separation of the forms.

The **Payee Copy** is designed for the placement of the payee's name and address that will allow the form to fit in a #10 window envelope, using a standard letter fold. This page will also contain the following data (not visible through the window envelope): Employee's Name, Department Name, and Date Court Order, Writ or Levy Received by Employing Agency.

The **Agency Copy** data will be unchanged. The section for the agency's use will read as follows:

- PAYEE ADDRESS:
 - NO CHANGE
 - ADDRESS CHANGED: _____
- MAIL DATE: _____

For questions regarding these changes, contact Diana Enriquez, at (916) 324-2128 or e-mail denriquez@sco.ca.gov.

DWS:PK:OPS