

Garnishment Documentation



Toolbox

Office of the State Controller
Personnel/Payroll Services Division
Statewide Training

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**GARNISHMENT DOCUMENTATION TOOLBOX
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Job Aids

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Checklist to Complete STD.639 or STD.639cfs

- 1. **Verify the SSN**
- 2. **Verify the employee is still actively employed and is in your department.**
- 3. **Obtain the position number from PIMS.**
- 4. **Fill out the STD.639 or STD.639cfs correctly and in its entirety.**
- 5. **Send the completed form(s) to SCO prior to cut-off.**
- 6. **For the STD.639cfs, provide 2 copies of the STD.639cfs AND provide 1 copy of the court order.**
- 7. **For a STD.639 used to establish a garnishment from an IRS 668-D you must also provide a copy of the order to SCO.**
- 8. **If the form is returned due to errors, respond timely to SCO to correct the errors.**
- 9. **Review the CD-155 coversheet that Disbursements sends to the agency.**
- 10. **Sign off on the CD-155 if correct.**
- 11. **Send one copy of the CD-155 to Accounting and retain the other copy in your garnishment file.**

Most Common Errors on STD.639/639cfs

- 1. Incorrect completion of child support forms.**
- 2. Incorrect use STD.639cfs or STD.639 when spousal support is involved.**
 - If order is for spousal support ONLY, use form STD.639.
- 3. Incorrect use of items 8D and 8E on the garnishment form. A large amount of errors come from boxes 8D and 8E being used incorrectly.**
 - Item 8D is for any type of order identifying an amount due for State Taxes, FTB Student Loan Collections, FTB Registration Collection Orders, Board of Equalization Taxes, Unemployment Insurance Taxes and FTB Court Ordered Debt Collections.
 - Item 8D does not apply to a Federal Tax Levy issued by the IRS, use item 8C.
 - Item 8E is for orders received that are ordinary money judgments.
- 4. Wrong effective dates on modifications or cancellations.**
- 5. General problems of incoming documents.**
 - Documents not signed, incomplete, etc.
- 6. Completing a STD.639 or STD.639cfs for a current support order that has been amended and is establishing arrears.**
 - Complete the STD.639 or STD.639cfs as a “**NEW**” garnishment.
 - The effective date should be 10 calendar days from the date received.
 - Complete item 8B with the total amount owed-if there is no total enter \$99,999.99.
 - Use item 11B or 11D to indicate a specific monthly amount to be deducted.

Which Form Do I Use?

Complete a 639 when you receive a(n):	Complete a 639cfs* when you receive a(n):
<ul style="list-style-type: none"> • Earnings Withholding Order for Spousal Support (when identified separate of child/family support) • Out of state order for support 	<ul style="list-style-type: none"> • Order from a California Family Court where payments are made payable to the State Disbursement Unit (SDU)
<ul style="list-style-type: none"> • Certification of Facts- Federal Tax Levy • Withholding Order for Franchise Tax Board 	<ul style="list-style-type: none"> • Order for Child Support and or Family Support (current support and arrearages)
<ul style="list-style-type: none"> • Withholding Order for Board of Equalization Taxes, Unemployment Insurance Taxes, FTB Student Loan Collections, and Ordinary Money Judgment Orders • Withholding Order for Federally Guaranteed Student Loan 	<p>* <i>Do not FAX this form.</i> Mail it with 2 copies of the STD.639cfs and 1 copy of the court order to SCO.</p>

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GARNISHMENT CHARACTERISTICS

GARNISHMENT TYPE	DED/ORG CODE	PRIMARY LEGAL AUTHORIZATION	TERMINATION CHARACTERISTICS	WITHHOLDING/PRIORITY ORDER CHARACTERISTICS
Order Assigning Salary or Wages for Child Support	038 Use STD.639CFS	Family Code Section (FC) 150,5200	Deductions continue until court terminates order or, when employer designated to provide services is unable to deliver payment for a period of six months due to failure of obligee to notify employer of change of address. <i>See FC 5240 for complete list of conditions.</i>	An order assigning on-going support for a child. The deduction amount should not exceed 50% of disposable earnings unless the order specifies a higher percentage never to exceed 65%. This has priority over any other assignment order for support of earnings withholding order (EWO).
Order Assigning Salary or Wages for Spousal Support	038 Use STD.639CFS	FC 150, 5200	Same as above	An order assigning on-going support for a spouse or former spouse. The deduction amount should not exceed 50% of disposable earnings unless the order specifies a higher percentage never to exceed 65%. This order has priority over an assignment order for conservatee and EWO.
Order assigning Salary or Wages for Conservatee	038 Use STD.639CFS	Probate Code (PC) 3088	Same as above	An order assigning on-going support for a conservatee. The deduction amount should not exceed 50% of disposable earnings unless the order specifies a higher percentage never to exceed 65%. This order has priority over all EWO.
Earnings Withholding Order for Child Support	339/002 Use STD.639	Code of Civil Procedure (CCP) 706.030	One year after the employee terminates employment. <i>See CCP 706.022 and CCP 706.030 for complete list of conditions.</i>	An EWO issued to collect delinquent amounts for support arrearages for a child. The deduction amount is not to exceed 50% of disposable earnings. An EWO for child support has priority over any other EWO.
Earnings Withholding Order for Spousal Support	339/002 Use STD.639	CCP 706.030	Same as above.	An EWO issued to collect delinquent amounts for support arrearages of spouse or former spouse. The deduction amount is not to exceed 50% of disposable earnings. It has priority over an EWO for conservatee and any other EWO. An EWO for child support has priority over EWO for spousal support.
Earnings Withholding order for Support of Conservatee	339/002 Use STD.639	CCP 706.030 PC.3088	Same as Above	An EWO issued to collect delinquent amounts for support of conservatee arrearages. The deduction amount is not to exceed 50% of disposable earnings. It has priority over all EWO for taxes and ordinary money judgments.
Earnings Withholding Order for Franchise Tax Board Child Support Collection Program Orders	339/002 Use STD.639	Revenue and Taxation Code (RTC) 19271	Same as above.	An EWO issued under the authority of Franchise Tax Board to collect child support delinquencies. The deduction amount is not to exceed 50% of disposable earnings. Has the same priority as an EWO for court ordered child support.
Certification of Facts Federal Tax Levy	339/003 Use STD.639	Government Code (GC) Section 926.8	Continues until release is sent from IRS.	An order by the IRS to seize an employee's wages or property for unpaid taxes. If an EWO for state taxes has an earlier effective date it takes priority, however, the IRS levy may be withheld if enough disposable earnings are available. The IRS imposes special withholding limits based on exemptions. It is exempt from Title III of the Consumer Credit Protection Act, 15 USCS 1673(b).

GARNISHMENT CHARACTERISTICS

GARNISHMENT TYPE	DED/ORG CODE	PRIMARY LEGAL AUTHORIZATION	TERMINATION CHARACTERISTICS	WITHHOLDING/PRIORITY ORDER CHARACTERISTICS
Earnings Withholding Order for State Taxes. Including FTB Registration Collection Program Orders and Court Ordered Debt.	339/004 <i>Use STD.639</i>	CCP 706.072; RTC 10878 and 19280	When paid in full; if order ceases because employee terminates employment, the order terminates at conclusion of 180 day period during which no amounts are withheld; if order suspends because an EWO of higher priority is in effect, the order terminates after a continuous 2 year period which no amounts are withheld. See CCP 706.022 and 706.032 for complete list of conditions.	An order issued to collect a state tax liability and denoted as an EWO on its face. Pursuant to CCP 706.077, only one order for collection of state taxes can be active at the same time. Whatever order is served first will prevail. The deduction amount is not to exceed 25% of disposable earnings.
FTB Student Loan Collections	339/004 <i>Use STD.639</i>	GC Section 16583.5	Same as above	An order for collection of an FTB Student Loan should not exceed 10% of disposable earnings.
Earnings Withholding Order for Franchise Tax Board Registration Collection Orders	339/004 <i>Use STD.639</i>	RTC 18670 and 19280	Same as above	An order for collection of delinquent court ordered debts in violation of the Vehicle Code, e.g., fines, penalties, etc. Pursuant to CCP 706.077, only one order for collection of state taxes can be active at the same time. Whatever order is served first will prevail. The deduction amount is not to exceed 25% of disposable earnings.
Earnings Withholding Order for Unemployment Insurance Taxes	339/004 <i>Use STD.639</i>	Unemployment Insurance Code (UIC) Section 1755	Same as above.	An order for collection of delinquent unemployment compensation contributions, i.e., taxes. Pursuant to CCP 706.077, only one order for collection of state taxes can be active at the same time. Whatever tax order is served first will prevail. Deduction amount is not to exceed 25% of disposable earnings.
Earnings Withholding Order for Board of Equalization Taxes	339/004 <i>Use STD.639</i>	CCP 706.074	Same as above	An order for collection of delinquent taxes issued by the Board of Equalization. In such case, no application to a court for the order is required. Pursuant to CCP 706.077, only one order for collection of state taxes can be active at the same time. Whatever tax order is served first will prevail. The deduction amount is not to exceed 25% of disposable earnings.
Earnings Withholding Order for Ordinary Money Judgment	339/007 <i>Use STD.639</i>	CCP 706.125	Same as above	An order to withhold for delinquent ordinary debts. Only one can be active at one time. The deduction amount cannot exceed 25% of disposable earnings. Has lowest priority of all garnishments.
Earnings Withholding Order for Federally Guaranteed Student Loan.	339/008 <i>Use STD.639</i>	Higher Education Act of 1965: 20 USCA Section 1095a	Same as above	An order for delinquent student loans. The deduction amount should not exceed 10% of disposable pay, unless employee gives written consent to withhold a higher amount never to exceed 25%. Has same priority as ordinary money judgment. May be withheld simultaneously with an EWO for an ordinary money judgment as long as the total amount to withhold does not exceed 25% of disposable earnings.



Garnishment Help Resources

PPM Section H 300:

http://www.sco.ca.gov/ppsd_ppm.html

PPSD Garnishment Liaison Telephone Contact:

(916) 323-0553 or (916) 322-8687

PPSD Garnishment Liaison FAX:

(916) 323-3449

Timing and Cut-Off Example

2009							May							2009						
CIVIL SERVICE DECENTRALIZED																				
SUNDAY			MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY		
COMPENSABLE DAYS: 21 * PAYDAY: 05/29/09* *ISSUE DATE: 06/1/2009* (RESTORES: CALL BY 2PM ON SCHEDULED DAYS) SYSTEM AVAILABILITY (ANY EXCEPTIONS WILL BE NOTED): ON-LINE KEYING 7:00-18:00, MONDAY-FRIDAY 24 HOUR NOTICE REQUIRED FOR ADDITIONAL KEYING.																				
															1 OK TO CLEAR MPC FOR PRIOR MONTH			2		
3			4 PH ACCRUAL CYCLE EHRESTORE			5 ARP MASS UPDATE			6 EHRESTORE BU18 6-14 (2st half 4/09)			7			8 SEMI-MONTHLY PERSONNEL CUTOFF			9		
10			11 SEMI-MONTHLY PAYROLL CUTOFF			12 CLAS MONTHLY ACCRUAL CYCLE GREEN CYCLE			13 EHRESTORE GREEN CYCLE			14 CLAS EE STATEMENT OF LEAVE LAB GREEN CYCLE			15 PERSONNEL MASTER CUTOFF 12:00-18:00 PAY HIST NOT AVAILABLE CTO AGING REPORT BOM NO CYCLE			16		
17			18 OK TO CLEAR MPC FOR 1ST HALF PAY PERIOD			19			20 MASTER PAYROLL CUTOFF			21 EHRESTORE BU18 21-27 (2nd half 5/09) NO CYCLE			22 GREEN CYCLE			23		
24			25 HOLIDAY			26			27 EHRESTORE MASTER MAILED GREEN CYCLE			28			29 PAYDAY			30		
31						FURLOUGH GREEN CYCLE						MSA UPDATE NO CYCLE			NO CYCLE					

Remember

- Effective Date is 10 calendar days from date served/received.
- If within 10 days form must get to SCO prior to cutoff!
- Faxed copies up to noon on cutoff.
- STD.639cfs may NOT be faxed!
- Preference is for form to be mailed to SCO.



Calculating Disposable Income

Take gross salary and deduct:

- Federal and State taxes, Social Security, Medicare, State Disability Insurance and retirement
- Additional tax withholding (094, 095, 096, 099)
- State Disability Insurance Adjustment (600)
- Retirement Deductions
 - Arrears (003, 005, 031, 032)
 - Re-deposits (004, 314, 015)
 - Survivor benefit (076, 077)
- Amounts due and owing the agency
 - A/Rs (035) to be deducted from the pay period that is subject to the garnishment
 - Maintenance deductions (011, 012) to be deducted from the pay period that is subject to the garnishment
- Social Security Adjustments (097, 098) and Medicare Adjustments (091, 092)
- Union dues
- The support exemption amount identified on the 639 for Federal Tax Levies

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REMINDERS

FAX Information

- Please do not wait until Master Payroll Cutoff to FAX the STD. 639
 - Payroll only guarantees forms that are received before noon on cutoff will be processed
- Garnishment FAX number (916) 323-3449
 - For garnishment documents only
- FAX only one copy of the STD. 639
- Payroll's FAX queues 10 at a time, if it's busy then re-FAX
- **DO NOT** FAX the STD. 639cfs
 - It must be mailed to or dropped off at SCO
- **DO NOT** FAX address changes
 - Mail in all address changes
 - The cutoff date for that type of modification is the 15th of each month

Completing the STD. 639/STD. 639cfs

- **DO NOT** complete and submit a STD. 639 for a voluntary garnishment from the IRS
 - Those requests come from the IRS on forms 2159 and 3676
 - SCO only establishes IRS garnishments from form 668
- On the STD. 639 to establish a specific amount be deducted per a Federal Tax Levy (Form 668-D) you must include a copy of the 668-D for SCO.
- For STD. 639cfs mail 2 copies of the form and 1 copy of the court order
- Item 12 on the STD. 639 and the STD. 639cfs 'Warrant to be Made Payable' to is a grid area
 - Everything you want printed on the check must be within the grid
 - Place one character in each box
 - You may abbreviate
 - Anything written outside of the boxes **will not** print on the warrant
 - Identify the Levying Officer Number or Case Number
- Item 12 on the STD. 639cfs Enter Case Number and Payee Name is a grid area
 - Enter the Case/SDU Number
 - Enter the Payee Name – DO NOT complete as SDU
- Modifications – *court orders received modifying original orders by adding on-going support or arrears must be processed as **NEW**, not as a modification*
 - Item 4 – use the employee's current position
 - Item 5 – use the effective date from the original STD. 639 or STD. 639cfs
 - Item 6 – identify the item # being modified
 - Item 9 –
 - Payoff orders received with a specific amount shown may be processed as a modification, use STD. 639 and combine the payoff amount with the amount the system has already applied
 - If you've split a check and returned any money to the employee that amount has to be added to the original amount in item 9 and noted on the modification
 - File Number/Case Number –
 - Use the number **exactly**, spaces and all, as it was shown on the original STD.639 or STD. 639cfs (this is how the forms are matched in the SCO database)
 - If the number is being changed, use the new number in the grid area and be sure to write the old number in item 13 Remarks
- Cancellations
 - Item 5 – use the date the cancellation was received
 - Item 6 – identify the effective date from the original STD. 639 or STD. 639cfs
 - Item 9 – complete amount from original STD.639 or STD. 639cfs, do not leave blank or show 0
 - Item 11 – complete amount, if applicable – this field only needs to be completed if there is a specific or maximum amount being deducted
 - Be sure to complete all the way through Item 12

Returning Garnishment Warrants

- - For re-deposit – garnishment warrant to be re-deposited – payroll warrant being re-deposited
 - Payable to the employee – garnishment cancelled and garnishment warrant made payable to the employee, payroll warrant released
 - Incorrect payee – occurs when a modification was not processed timely or there was an SCO database problem
 - Send a copy of the STD. 639/STD. 639cfs, along with the STD. 674 and the garnishment warrant indicating the garnishment warrant is to be issued to the payee indicated on the attached form
- Returning a garnishment warrant to SCO
 - Always return garnishment warrants on a STD. 674, indicate in Remarks an explanation
 - SCO does not re-deposit a warrant when
 - It is to be made payable to the employee
 - It was made payable to an incorrect payee
 - SCO does a name change on a replacement warrant
- What ifs?
 - What if the payroll warrant has been re-deposited, but the garnishment was released to the payee in error?
 - If the employee is reissued a payroll warrant and it generates a garnishment warrant in the exact amount as the first garnishment warrant that was released in error, the second warrant must be returned to the Administration and Disbursements Division on a STD. 674. Indicate in remarks that the first garnishment warrant was released in error. Provide the original garnishment warrant number in remarks for cross-reference purposes.
 - If the first garnishment warrant (which was released in error) was for a higher amount than the second garnishment warrant, you must re-deposit the garnishment warrant in your department's revolving fund and send SCO a revolving fund check for the exact amount of the original garnishment warrant. Indicate in remarks an explanation of what happened. Provide the original garnishment warrant number in remarks for cross-reference purposes.
 - If the second garnishment warrant is for a higher amount you can deposit the second garnishment warrant in your departments revolving fund and either give the employee the difference or send that amount on to the payee. Send a revolving fund check to SCO in the exact amount of the original warrant.
 - What if the payroll warrant has been re-deposited, the original garnishment was released to the payee in error, and the second garnishment warrant was also released to the payee in error?
 - If the second garnishment warrant is mistakenly released, it is the personnel office's responsibility to resolve the overpayment with the employee and/or payee. If unresolved, Administration and Disbursements Division will establish an accounts receivable against the department for the amount of the garnishment deduction.
 - Submit a departmental revolving fund check for the exact amount of the original garnishment warrant on a STD. 674. Indicate in remarks an explanation of what happened. Provide the original garnishment warrant number in remarks for cross-reference purposes.
 - What if the garnishment warrant was never received by the department?
 - Submit a CD 113b, Request for Duplicate Payroll Warrant to SCO, Special Warrant Processing Unit. In the explanation area, state that the warrant was lost between SCO and the department. This process usually takes about five working days for the replacement warrant to be received.
 - What if the garnishment warrant was never received by the payee?
 - Submit a STD. 435, Request for Duplicate Controller's Warrant to SCO, Special Warrant Processing Unit. Explain that the payee never received the warrant. This process usually takes about five working days

Miscellaneous

- SCO will not split garnishment warrants in order to modify a change to the specific amount withheld
 - Splits must be done by the department
- SCO cannot re-deposit garnishment warrants unless the payroll warrant has been re-deposited
- It is the departments responsibility to verify the garnishment warrant is correct and valid
 - SCO works only with departmental personnel staff, do not refer employees or the payee to SCO

Forms

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SALARY GARNISHMENT

STD. 639 (REV. 7/2008)

Reference Payroll Procedures
Manual Section H 300

**NOTE: SUBMIT ORIGINAL TO THE STATE CONTROLLER'S GARNISHMENT UNIT.
IF FAXED, FAX ONLY ONCE AND DO NOT SUBMIT A HARD COPY.**

DOCUMENT NUMBER

1. AGENCY NAME DEPARTMENT OF ATTENDANCE		4. POSITION NUMBER					
2. SOCIAL SECURITY NUMBER 111-13-8333		3. NAME (F.I.) (M.I.) (LAST) P. M. GRANTS		(Agency) 415	(Unit) 200	(Class) 5393	(Serial) 003
5. EFFECTIVE DATE 07/29/2009		6. ACTION TYPE <input checked="" type="checkbox"/> NEW <input type="checkbox"/> MODIFICATION OR CORRECTION OF ITEM <input type="checkbox"/> CANCELLATION OF GARNISHMENT		ORIGINAL EFFECTIVE DATE _____			
7. PAY FREQUENCY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> SEMI-MONTHLY <input type="checkbox"/> BI-WEEKLY							

8. GARNISHMENT TYPE (038) A. <input type="checkbox"/> COURT ORDERED ASSIGNMENT OF WAGES (ONGOING SUPPORT) (FC 150 et seq., 5200 et seq. or PC 3088) \$ _____ (Monthly Amount) <input type="checkbox"/> DEDUCTION AMOUNT CHANGED FROM \$ _____ (Must be completed if changing 8A) \$ _____ (Deduction Amount per Pay Period)		9. TOTAL GARNISHMENT AMOUNT \$ _____
--	--	---

B. (399/002) EARNINGS WITHHOLDING ORDER FOR SUPPORT - ARREARAGES (CCP Section 706.030, 706.052, and 706.070 et seq.) (including FTB Child Support Collection Program, Revenue & Taxation Code 19271) <input type="checkbox"/>		\$ _____
--	--	----------

C. (339/003) CERTIFICATION OF FACTS-- FEDERAL TAX LEVY (GC 926.8) <input checked="" type="checkbox"/>		(1) NUMBER OF DEPENDENTS (Must be at least one for employee) 4	(2) STANDARD DEDUCTIONS <input type="checkbox"/> 1 - SINGLE <input checked="" type="checkbox"/> 2 - MARRIED FILING JOINTLY <input type="checkbox"/> 3 - MARRIED FILING SEPARATELY <input type="checkbox"/> 4 - HEAD OF HOUSEHOLD <input type="checkbox"/> 5 - SURVIVING SPOUSE	\$ 6939
--	--	--	---	----------------

D. (339/004) EARNINGS WITHHOLDING ORDER FOR STATE TAXES (CCP 706.072); FTB REGISTRATION COLLECTION PROGRAM (Revenue & Taxation Code 10878); FTB STUDENT LOAN COLLECTIONS (GC 16583.5); BOARD OF EQUALIZATION FOR TAXES (CCP 706.074); UNEMPLOYMENT INSURANCE (UI Code 1755); FTB COURT-ORDERED DEBT COLLECTIONS (Revenue & Taxation Code 19280) <input type="checkbox"/>		\$ _____
---	--	----------

E. (339/007) EARNINGS WITHHOLDING ORDER (CCP 706.125): <input type="checkbox"/>		\$ _____
--	--	----------

F. (339/008) Federally Guaranteed Student Loan (Higher Education Act of 1965: 20 USCA Section 1095a.) <input type="checkbox"/>		\$ _____
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10. SUM OF ALL AMOUNTS DUE AND OWING THIS AGENCY BY DEBTOR FOR SALARY ADVANCES OR FOR ANY OTHER PURPOSE. <input type="checkbox"/>		\$ _____
--	--	----------

11. COMPLETE ONLY IF COURT SPECIFICALLY STATES (May only be completed with 8B, 8C, 8D, 8E, and 8F.)

A. <input type="checkbox"/> TERMINATION DATE OF EARNINGS WITHHOLDING ORDER (NOT APPLICABLE TO 8D) _____		\$ 100.00
B. <input type="checkbox"/> MAXIMUM GARNISHMENT AMOUNT DEDUCTIBLE PER MONTH (If 11B is used for 8C, copy of IRS Form 668D must be attached.) _____		
C. <input type="checkbox"/> SUPPORT EXEMPTION AMOUNT _____		
D. <input checked="" type="checkbox"/> SPECIFIC AMOUNT TO BE DEDUCTED PER MONTH (If 11D is used for 8C, copy of IRS Form 668D must be attached.) _____		

12. WARRANT TO BE MADE PAYABLE TO

Enter Levying Officer File Number for warrants payable to Sheriff's Office or Marshal's Departments (8B and 8E above). All others, enter Case Number.

Must be completed Levying Officer File Number / Case Number											
1	1	1	1	3	8	3	3	3			

INDICATE NAME SHOWN ON COURT ORDER, WRIT, LEVY. (Include address if pursuant to FC 150 et seq., 5200 et seq. or PC 3088)

A	U	T	O	M	A	T	E	D		C	O	L	L	E	C	T	I	O	N		S	Y	S
P	O		B	O	X				9	9	4	9											
O	G	D	E	N		U	T		8	4	4	0	9										

13. REMARKS

14. FORM COMPLETED BY		TELEPHONE NUMBER AND EXTENSION	15. PAYROLL INFORMATION CERTIFIED IN ACCORDANCE WITH B/C RULE 660	
			AUTHORIZED SIGNATURE _____ DATE _____	
			TYPED NAME _____	

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**SALARY GARNISHMENT
CHILD SUPPORT/FAMILY SUPPORT**

STD. 639 CFS (REV. 5/2009)

NOTE: SUBMIT ORIGINAL TO THE STATE CONTROLLER'S GARNISHMENT UNIT. SUBMIT ORIGINAL, ONE COPY AND COURT ORDER.

DOCUMENT NUMBER

Reference Payroll Procedures Manual Section H 300

1. AGENCY NAME DEPARTMENT OF ATTENDANCE		4. POSITION NUMBER			
2. SOCIAL SECURITY NUMBER 333-83-1111		3. NAME (F.I.) (M.I.) (LAST) E. WATSON		(Agency) 415	(Unit) 200
5. EFFECTIVE DATE 07/31/2009		6. ACTION TYPE <input type="checkbox"/> NEW <input type="checkbox"/> MODIFICATION OR CORRECTION OF ITEM		(Class) 4800	(Serial) 001
7. PAY FREQUENCY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> SEMI-MONTHLY <input type="checkbox"/> BI-WEEKLY		<input checked="" type="checkbox"/> CANCELLATION OF GARNISHMENT ORIGINAL EFFECTIVE DATE 10/24/2003			

8. GARNISHMENT TYPE (038)		9. ARREARAGES
A. <input type="checkbox"/> COURT ORDERED ASSIGNMENT OF WAGES (ONGOING SUPPORT) (FC 150 et seq., 5200 et seq. or PC 3088) \$ _____ (Monthly Amount) <input type="checkbox"/> DEDUCTION AMOUNT CHANGED FROM \$ _____ (Must be completed if changing 8A) \$ _____ (Deduction Amount per Pay Period)		
B. (399/002) EARNINGS WITHHOLDING ORDER FOR SUPPORT - ARREARAGES (CCP Section 706.030, 706.052, and 706.070 et seq.) (including FTB Child Support Collection Program, Revenue & Taxation Code 19271) <input type="checkbox"/>		\$ _____

COMPLETE FOR USE BY DEPARTMENT OF CHILD SUPPORT SERVICES ONLY

EMPLOYEE ADDRESS  **3 9 0 1 | S | L | A | N | D | P | A | R | K | D | R**
S | A | C | R | A | M | E | N | T | O | C | A | 9 | 5 | 8 | 2 | 2

EMPLOYEE DATE OF BIRTH (MM/DD/YYYY)  **0 5 / 2 4 / 1 9 6 4**

11. COMPLETE ONLY IF COURT SPECIFICALLY STATES (May only be completed with 8B.)

A. <input type="checkbox"/> TERMINATION DATE OF EARNINGS WITHHOLDING ORDER _____	
B. <input type="checkbox"/> MAXIMUM GARNISHMENT AMOUNT DEDUCTIBLE PER MONTH \$ _____	
C. <input type="checkbox"/> SUPPORT EXEMPTION AMOUNT \$ _____	
D. <input type="checkbox"/> SPECIFIC AMOUNT TO BE DEDUCTED PER MONTH \$ _____	

12. WARRANT TO BE MADE PAYABLE TO

Must be completed Case Number

ENTER CASE NUMBER  **0 9 F L 8 6 7 5 3**

PAYEE NAME  **E D W A R D | W A T S O N**

**C / O SDU
PO BOX 989067
WEST SACRAMENTO CA 95798**

13. REMARKS

14. FORM COMPLETED BY	TELEPHONE NUMBER AND EXTENSION	15. PAYROLL INFORMATION CERTIFIED IN ACCORDANCE WITH B/C RULE 660
		AUTHORIZED SIGNATURE _____ DATE _____
		 TYPED NAME _____

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SALARY GARNISHMENT

STD. 639 (REV. 7/2008)

Reference Payroll Procedures
Manual Section H 300

**NOTE: SUBMIT ORIGINAL TO THE STATE CONTROLLER'S GARNISHMENT UNIT.
IF FAXED, FAX ONLY ONCE AND DO NOT SUBMIT A HARD COPY.**

DOCUMENT NUMBER

1. AGENCY NAME DEPARTMENT OF ATTENDANCE		4. POSITION NUMBER			
		(Agency)	(Unit)	(Class)	(Serial)
2. SOCIAL SECURITY NUMBER 988-33-3334		3. NAME (F.I.) (M.I.) (LAST) R. J. STEVENS		415	200
5. EFFECTIVE DATE 07/30/2009		6. ACTION TYPE		11D	<input type="checkbox"/> CANCELLATION OF GARNISHMENT ORIGINAL EFFECTIVE DATE
7. PAY FREQUENCY					
<input checked="" type="checkbox"/> MONTHLY		<input type="checkbox"/> SEMI-MONTHLY <input type="checkbox"/> BI-WEEKLY			

8. GARNISHMENT TYPE (038)

A. COURT ORDERED ASSIGNMENT OF WAGES (ONGOING SUPPORT) (FC 150 et seq., 5200 et seq. or PC 3088)

DEDUCTION AMOUNT CHANGED FROM \$ _____ (Must be completed if changing 8A)

\$ _____ (Monthly Amount)

\$ _____ (Deduction Amount per Pay Period)

9. TOTAL GARNISHMENT AMOUNT

\$ _____

B. (399/002) EARNINGS WITHHOLDING ORDER FOR SUPPORT - ARREARAGES (CCP Section 706.030, 706.052, and 706.070 et seq.) (including FTB Child Support Collection Program, Revenue & Taxation Code 19271)

\$ _____

C. (339/003) CERTIFICATION OF FACTS-- FEDERAL TAX LEVY (GC 926.8)

(1) NUMBER OF DEPENDENTS (Must be at least one for employee)

(2) STANDARD DEDUCTIONS

1 - SINGLE 3 - MARRIED FILING SEPARATELY

2 - MARRIED FILING JOINTLY 4 - HEAD OF HOUSEHOLD 5 - SURVIVING SPOUSE

\$ _____

D. (339/004) EARNINGS WITHHOLDING ORDER FOR STATE TAXES (CCP 706.072); FTB REGISTRATION COLLECTION PROGRAM (Revenue & Taxation Code 10878); FTB STUDENT LOAN COLLECTIONS (GC 16583.5); BOARD OF EQUALIZATION FOR TAXES (CCP 706.074); UNEMPLOYMENT INSURANCE (UI Code 1755); FTB COURT-ORDERED DEBT COLLECTIONS (Revenue & Taxation Code 19280)

\$ _____

E. (339/007) EARNINGS WITHHOLDING ORDER (CCP 706.125):

\$ _____

F. (339/008) Federally Guaranteed Student Loan (Higher Education Act of 1965: 20 USCA Section 1095a.)

\$ _____

10. SUM OF ALL AMOUNTS DUE AND OWING THIS AGENCY BY DEBTOR FOR SALARY ADVANCES OR FOR ANY OTHER PURPOSE.

\$ _____

11. COMPLETE ONLY IF COURT SPECIFICALLY STATES (May only be completed with 8B, 8C, 8D, 8E, and 8F.)

A. TERMINATION DATE OF EARNINGS WITHHOLDING ORDER (NOT APPLICABLE TO 8D)

B. MAXIMUM GARNISHMENT AMOUNT DEDUCTIBLE PER MONTH (If 11B is used for 8C, copy of IRS Form 668D must be attached.) \$ _____

C. SUPPORT EXEMPTION AMOUNT \$ _____

D. SPECIFIC AMOUNT TO BE DEDUCTED PER MONTH (If 11D is used for 8C, copy of IRS Form 668D must be attached.) \$ **100.00**

12. WARRANT TO BE MADE PAYABLE TO

Enter Levying Officer File Number for warrants payable to Sheriff's Office or Marshal's Departments (8B and 8E above). All others, enter Case Number.

Must be completed Levying Officer File Number / Case Number

0 9 6 5 4 3 1 7

INDICATE NAME SHOWN ON COURT ORDER, WRIT, LEVY. (Include address if pursuant to FC 150 et seq., 5200 et seq. or PC 3088)

C I T I B A N K N A

7 0 1 E A S T 6 0 T H S T N O R T H

S I O U X F A L L S , S D 5 7 1 0 4

13. REMARKS

14. FORM COMPLETED BY	TELEPHONE NUMBER AND EXTENSION	15. PAYROLL INFORMATION CERTIFIED IN ACCORDANCE WITH B/C RULE 660
		AUTHORIZED SIGNATURE
		DATE
		TYPED NAME