

NOTE: Employee name must match the name on the EAR for the garnishment to be correct.

Ten days after the date the order was received by your Agency/Department.

Reference the employee's pay frequency for this information.

Check the box in Item 8A for ongoing support ONLY.

FOR ALL EMPLOYEES YOU MUST Complete Monthly Amount (Item 8A)

**MONTHLY EMPLOYEES**

**Modification:** 'Deduction Amount Changed From' must be OLD monthly deduction. NEW monthly deduction must go under 'Monthly Amount.'

**Cancellation:** Complete Item 8A with the 'Monthly Amount' to be canceled.

NOTE: You must also complete the 'Deduction Amount per Pay Period' for a new garnishment, a modification, and a cancellation.

**SEMI-MONTHLY**

**New Garnishment:** Complete Item 8A with the semi-monthly amount under 'Deduction Amount per Pay Period.'

**Modification:** 'Deduction Amount Changed From' must be OLD monthly deduction. NEW monthly deduction must go under 'Monthly Amount.'

**Cancellation:** Complete Item 8A with the 'Monthly Amount' to be canceled.

NOTE: You must also complete the 'Deduction Amount per Pay Period' for a new garnishment, a modification, and a cancellation.

**BI-WEEKLY**

**New Garnishment:** Complete Item 8A with the bi-weekly amount under 'Deduction Amount per Pay Period.' (See example at bottom for more information)

**Modification:** 'Deduction Amount Changed From' must be OLD monthly deduction. NEW monthly deduction must go under 'Monthly Amount.'

**Cancellation:** Complete Item 8A with the 'Monthly Amount' to be canceled.

NOTE: You must also complete the 'Deduction Amount per Pay Period' for a new garnishment, a modification, and a cancellation.

**EXAMPLE:** If Item 8A is \$300.00 per month, the deduction amount is determined by the employee's pay frequency as follows:

MONTHLY	$\$300 \times 12 \div 12 = \$300$
SEMI-MONTHLY	$\$300 \times 12 \div 24 = \$150$
BI-WEEKLY	$\$300 \times 12 \div 26 = \$138.46$

Item 12 - Case Number is assigned by the court, and will be located on the court order itself.

Payee Name is the name of the person who will receive the garnishment amount. This information is on the court order. This is typically an individual, but may sometimes be a county (who will disburse the garnishment on behalf of the recipient).

NOTE: Do not enter the State Disbursement Unit. They are not receiving the garnishment from the employee's pay. SDU information is already printed on the form - they need to know who to disburse the garnishment to.

**SALARY GARNISHMENT  
CHILD SUPPORT/FAMILY SUPPORT**

STC 639 CFS (REV. 10/2014)

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 <b>Your Agency or Department's Name</b>		4. POSITION NUMBER (Agency) (Unit) (Class) (Serial)	
2. SOCIAL SECURITY NUMBER <b>Employee's SSN</b>	3. NAME (F.I.) (M.I.) (LAST) <b>Employee's First Initial, Middle Initial, Last Name</b>		<b>Employee's Current Position Number</b>
5. EFFECTIVE DATE	6. ACTION TYPE <input type="checkbox"/> NEW <input type="checkbox"/> MODIFICATION OR CORRECTION OF ITEM <input type="checkbox"/> CANCELLATION OF GARNISHMENT		ORIGINAL EFFECTIVE DATE
7. PAY FREQUENCY <input 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. ARREARAGES
B. (339/002) 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)			\$

**COMPLETE FOR USE BY DEPARTMENT OF CHILD SUPPORT SERVICES ONLY**

EMPLOYEE ADDRESS

EMPLOYEE DATE OF BIRTH (MM/DD/YYYY)

Complete Item 10 with Employee's information for SDU purposes.

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

A.  TERMINATION DATE OF EARNINGS WITHHOLDING ORDER

B.  MAXIMUM GARNISHMENT AMOUNT DEDUCTIBLE PER MONTH \$

C.  SUPPORT EXEMPTION AMOUNT \$

D.  SPECIFIC AMOUNT TO BE DEDUCTED PER MONTH \$

12. WARRANT TO BE MADE PAYABLE TO

Must be completed Case Number

ENTER CASE NUMBER

PAYEE NAME

C/O SDU  
PO BOX 989067  
WEST SACRAMENTO CA 95798

13. REMARKS  
**This section is to be used by your Agency/Department for any additional information that you wish for SCO to know.**

14. FORM COMPLETED BY <b>Personnel Specialist's Printed Name</b>	TELEPHONE NUMBER AND EXTENSION <b>Number of Person Who Completed Form</b>	15. PAYROLL INFORMATION CERTIFIED IN ACCORDANCE WITH B/C RULE 633.7 AUTHORIZED SIGNATURE <b>Personnel Specialist's or Supervisor's Signature</b> DATE <b>Date Signed</b>
		TYPED NAME <b>Fill out only if Item 14 and Item 15 are different people</b>

NOTE: Regardless of action type, this form CANNOT BE FAXED. Original must be submitted by mail.

Select NEW if it is establishing a new order.

Select Modification/Correction only if dollar amounts are changing (ex: increasing/decreasing from original order).

NOTE: Must use original effective date.

Cancellation is used ONLY to remove the garnishment from the payroll system. When canceling, Item 5 is used as the Date of Termination (Item 6 is now used as the original effective date).

NOTE: When canceling you must show the garnishment type and the dollar amounts that are applicable. Do not leave blank or enter \$0.00.

NOTE: Do not use modification to cancel a garnishment.

Check the box in Item 8B for Arrearages ONLY.

Enter arrearages total in Item 9.

NOTE: If the total amount is not entered on the court order, please enter \$99,999.99 as a generic placeholder.

SPECIAL NOTE: If the original garnishment did not include arrearages, but a modification added arrearages, you must submit as a NEW garnishment in order to establish the arrearages.

**FOR ALL ACTION TYPES**

Items 11A and 11C are not applicable. Leave blank.

Complete Item 11B or Item 11D with the maximum/specific amount that should be deducted per month.

Use Item 11B if your employee has a fluctuating disposable earnings each month. Item 11B specifies an absolute maximum to be deducted. The garnishment will not go over this amount.

Use Item 11D if your employee's pay is stable. It is YOUR responsibility to calculate the garnishment amount and ensure that your employee will not be over-garnished. The system will take the amount specified without any calculations on disposal earnings.

NOTE: If you do not complete Item 11B or Item 11D, the system will automatically compute 50% of the employee's disposable earnings. This is not applicable for cancellations.

NOTE: Item 11A is a redundancy of Item 5, if canceling the order.

SPECIAL NOTE: DO NOT use Item 11A to show the future cancellation date. SCO does not track cancellation dates. It is your responsibility to send in a cancellation for any garnishment order, as SCO does not automatically do this.

**Glossary**

Arrearages / Arrears: Otherwise known as Past Due

Cancellation: Otherwise known as Suspension, Termination, Withdrawal

Modification: Otherwise known as Amendment, Correction

On-Going Support: Otherwise known as Current