

COURT ORDERED CHILD CARE OR ALIMONY DEDUCTIONS

1. AGENCY CODE	2. EMPLOYING OFFICE	3. CASE NUMBER	4. SOCIAL SECURITY NUMBER	5. TRANSACTION CODE 1 = ADD 2 = CHANGE 3 = CANCEL	6. EMPLOYEE NAME (Last, First, Middle Initial)	
7. DUTY STATION			8. EMPLOYEE NOTIFICATION (Check One) ☐ EMPLOYEE NOTIFIED IN PERSON OR BY CERTIFIED MAIL WITHIN 15 DAYS OF RECEIPT OF COURT ORDER. ☐ EMPLOYEE NOTIFIED IN PERSON OR BY CERTIFIED MAIL OF ANY CHANGES.			
9. DEDUCTIONS. You are hereby directed to deduct the following in accordance with a court order on file in this office effective _____					PAY PERIOD	YEAR
A. COURT ORDERED PAY PERIOD DEDUCTION					9A(1)	
(1) DOLLAR AMOUNT					\$	
(2) PERCENTAGE OF APPLICABLE EARNINGS					9A(2)	%
(3) NOT TO EXCEED DOLLAR AMOUNT PER PAY PERIOD					9A(3)	
					\$	
B. COURT COST					9B(1)	
(1) TOTAL AMOUNT					\$	
(2) AMOUNT COLLECTABLE PER PAY PERIOD					9B(2)	
					\$	
C. ARREARS					9C(1)	
(1) TOTAL AMOUNT					\$	
(2) AMOUNT COLLECTABLE PER PAY PERIOD					9C(2)	
					\$	
(3) PERCENTAGE OF APPLICABLE EARNINGS PER PAY PERIOD					9C(3)	%
(4) NOT TO EXCEED DOLLAR AMOUNT PER PAY PERIOD					9C(4)	
					\$	
10. NAME AND ADDRESS OF COURT OFFICIAL OR RECIPIENT OF DEDUCTION						
NAME						
1ST LINE ADDRESS						
2ND LINE ADDRESS						
CITY			STATE	ZIP CODE	11. EMPLOYEE CASE NUMBER ASSIGNED BY COURT (To Appear on Check)	
12. REMARKS						
13. AUTHORIZATION						
SIGNATURE OF AUTHORIZED OFFICIAL			TITLE			DATE

NOTE: Request must be received at the National Finance Center no later than Monday of the week in which the pay period follows in order to be effective for a particular pay period. Later receipts will be processed the following pay period.