

Summary of Proposed Changes to the Income Withholding Order/Notice (IWO)

We have listed the significant modifications to the IWO. Overall, the language and format of the form have been modified and generally been made easier to read and comprehend. Some fields have been moved to make the form more user-friendly.

Title. The new form has been modified to have one title, “Income Withholding for Support (IWO).” This is a change from the current form, where you must select from two title lines, “Order” or “Notice” to Withhold Income for Child Support. The new form alleviates this and incorporates both Order and Notice. (Field 1a)

Original or amended. The new form allows the issuing entity to indicate whether the IWO is original or amended. Marking the checkbox Income Withholding Order/Notice for Support indicates an original form. (Field 1a)

Identification of who is sending the IWO. The new form provides for clearer indication of the entity submitting the IWO (i.e., Child Support Enforcement (CSE) agency, court, private entity, etc.) at the beginning of the document. Private individual/entity includes tribes that are not operating under a CSE program. (Field 1d)

Note. This has been moved to the top of the form in the same area where the issuer of the form is identified. It clearly explains the requirement that anyone other than a State CSE agency or court, must provide a copy of the underlying order. (Field 1d)

Blank box for barcodes. The new form has a blank space in the top right corner in order to accommodate court stamps or bar codes added to the IWO.

Lump sum. A One-Time Order/Notice – Lump Sum Payment checkbox has been added to allow for the issuer of the IWO to indicate a lump sum should be attached to satisfy an arrearage. In addition, a line has been added to allow the issuer to indicate the amount of the lump sum and to indicate that this is a one-time only lump sum payment request. (The form also includes specific instructions to the employer to continue payments for ongoing IWOs.) (Fields 1b and 13). The employer is directed to contact the issuer to determine whether it is required to withhold or if it has any questions regarding the lump sum.

Case Identifier. This field has replaced the “Case Number”, used on the current form. (Field 1g)

Order Identifier. This field has been added so that a state may identify a specific order. This is used at the state’s discretion and could be used for the court number, docket number or other issuer’s identifier. (Field 1j)

Child Name. The child’s name and date of birth fields have been moved to the front of the form. This allows the employer community to easily identify who the IWO is for and to avoid implementation of duplicate orders. (Fields 3d-3o)

Remittance Identifier. The new form has a new field in the “Remittance Information” section called “Remittance Identifier.” The current IWO requires that states use the “case identifier”. However, some states use a Social Security Number, Participant Identification Number, and other identifier, which may be entered into this field as the appropriate identifier for employers to remit payments. (Field 21)

EFT/EDI. Under “Remittance Information,” the EFT/EDI bank routing number and bank account number have been removed.

Signature. The signature fields have been compressed from two lines to one line for signature (if required), printed name and title. This change corresponds with the changes indicated above (#2). The issuer is identified at the top of the document, thus requiring only one place for the signature, title and name. (Fields 24, 25 & 26)

Document Tracking Identifier. A Document Tracking Identifier has been added to the footer of the document to use by States participating in the Federal Office of Child Support Enforcement’s Electronic Income Withholding Order (eIWO) application. This is an optional field for other users of the form. (Field 28)

Identifying Information. At the top of the second page, fields have been added for employee/obligor’s name, case identifier, order identifier and employer’s name for identification to allow the employer to return this page to report the termination of the employee. In the Notification of Termination of Employment section, new fields have been added:

- Last known phone number
- Date final payment made to SDU
- Final payment amount

Withholding Limits. The Withholding Limits section has been revised with a clearer explanation regarding the Federal Consumer Credit Protection Act. It also provides clearer guidance on tribal orders and withholding for cases with arrears greater than 12 weeks.

Contact Information. Contact Information for the employer and employee/obligor has been added with email or website information as well as an address where the employer can send correspondence or a termination notification. (Fields 36-44)

Instructions. The revisions to the instructions correspond with the form modifications to provide directions to complete the form and guidance regarding the documentation required when submitting the form for collection.