

If your case has a Child Support or Spousal Support Order, fill out this form.

In the Matter of the Marriage of:

\_\_\_\_\_ and \_\_\_\_\_

§ Fill out below exactly as it appears on your Petition.

§ Cause No: \_\_\_\_\_

§ In the (check one):  District  County Court of:

§ \_\_\_\_\_ County, Texas

**AND/OR**

In the interest of (List children under 18):

- 1 Name: \_\_\_\_\_
- 2 Name: \_\_\_\_\_
- 3 Name: \_\_\_\_\_
- 4 Name: \_\_\_\_\_
- 5 Name: \_\_\_\_\_
- 6 Name: \_\_\_\_\_

This Order is (check one):  
 New  Updated

## ORDER TO EMPLOYER TO WITHHOLD SUPPORT

### 1. EMPLOYEE

The Court orders you, the Employer, to withhold income from the paycheck of (name of **Employee, person paying child support**):

First Name	Middle Name	Last Name	Social Security No.
Street address		City	State Zip

### 2. RECIPIENT

The State will send the income you withhold to (name of **person receiving child support**):

First Name	Middle Name	Last Name	
Street address		City	State Zip

### 3. PAYMENT INFORMATION

You must withhold the amount on page 2 of this form starting next pay period. Mail the amount withheld to:

**Texas State Disbursement Unit, P.O. Box 659791, San Antonio, TX 78265-9791**

Also include:

- Employee's name and SSN (above)
- Court case number (see the top right corner of this page)
- Amount withheld and the first and last date of the pay period
- Name of recipient (above)

**4. AMOUNT TO WITHHOLD**

The employee is ordered to pay the following amounts:

\$\_\_\_\_\_ /month child support                      \$\_\_\_\_\_ /month medical support  
\$\_\_\_\_\_ /month spousal support                      \$\_\_\_\_\_ /month arrearage

MONTHLY TOTAL = \$\_\_\_\_\_

The Court ORDERS you to withhold the following amounts from the employee's earnings:

\$ \_\_\_\_\_ if paid monthly  
\$ \_\_\_\_\_ if paid twice monthly (= *monthly amount* ÷ 2)  
\$ \_\_\_\_\_ if paid every other week (= *monthly amount* x 12, ÷ 26 )  
\$ \_\_\_\_\_ if paid weekly (= *monthly amount* x 12, ÷ 52 )

When **one** child under this order no longer requires child support, you are ordered to withhold the following amounts from the employee's earnings:

\$ \_\_\_\_\_ if paid monthly                      \$ \_\_\_\_\_ if paid twice monthly  
\$ \_\_\_\_\_ if paid every other week                      \$ \_\_\_\_\_ if paid weekly

When **two** children under this order no longer require child support, you are ordered to withhold the following amounts from the employee's earnings:

\$ \_\_\_\_\_ if paid monthly                      \$ \_\_\_\_\_ if paid twice monthly  
\$ \_\_\_\_\_ if paid every other week                      \$ \_\_\_\_\_ if paid weekly

When **three** children under this order no longer require child support, you are ordered to withhold the following amounts from the employee's earnings:

\$ \_\_\_\_\_ if paid monthly                      \$ \_\_\_\_\_ if paid twice monthly  
\$ \_\_\_\_\_ if paid every other week                      \$ \_\_\_\_\_ if paid weekly

When **four** children under this order no longer require child support, you are ordered to withhold the following amounts from the employee's earnings:

\$ \_\_\_\_\_ if paid monthly                      \$ \_\_\_\_\_ if paid twice monthly  
\$ \_\_\_\_\_ if paid every other week                      \$ \_\_\_\_\_ if paid weekly

When **five** children under this order no longer require child support, you are ordered to withhold the following amounts from the employee's earnings:

\$ \_\_\_\_\_ if paid monthly                      \$ \_\_\_\_\_ if paid twice monthly  
\$ \_\_\_\_\_ if paid every other week                      \$ \_\_\_\_\_ if paid weekly

\_\_\_\_\_  
Date of Judgment

▶ \_\_\_\_\_  
Judge's signature

## — Information for Employer —

### Do I *have to* withhold money from the employee's paycheck?

Yes. This is a Court Order. You **must** obey the instructions on page 1 of this form. It is against the law to discriminate against an employee because of an Order to Withhold Child Support.

**Warning!** If you discriminate against an employee because of a Withholding Order, you can be fined.

### How long do I have to withhold?

You must withhold earnings until:

- The child turns 18 and you receive a notice of the child's graduation or completion of attendance requirements, **or**
- The child marries, dies, or is emancipated by court order, **or**
- The child's parents marry each other and live with the child, **or**
- The court changes this Order.

### What if one of the children no longer needs support?

You may reduce withholding when one of the children no longer needs support. See the withholding schedule on page 2.

### What if the employee stops working for me?

You must notify the Court *and* the Recipient within 7 days of the employee's last day of work.

You must also give the court this information:

- Employee's name and case #
- Employee's last known address
- Date of Employee's last day of work
- Name and address of the new employer (if you know it).

### What if there is more than one Order to withhold for this employee?

You must give priority to this Order. But, you may also withhold for other orders *if* the total withholding is not more than 50% of the employee's net income.

**Caution:** You must make a separate withholding payment for each Order.

### What if the support amount is *more than 50%* of this employee's income?

You cannot withhold more than 50% of the employee's net income. The law says you must do your best to honor all Notices and Orders you receive.

If you have questions, contact your local Child Support Office. Their phone number, email and address are listed at:

[www.oag.state.tx.us/agency/contacts.shtml](http://www.oag.state.tx.us/agency/contacts.shtml)

### Can I withhold a lower amount of monthly support than the Order says?

Sometimes. If the monthly support ordered is **more than 50%** of the employee's net monthly income, only withhold 50% of the net monthly income.

### Can I submit the withheld amount online?

Yes. The State of Texas has an easy way for employers to make withholding payments online. This site can also answer many of your questions.

<https://portal.cs.oag.state.tx.us/wps/portal/EmployerHome>

### What is included in employee earnings?

Employee earnings include wages, salary, subcontractor pay, overtime pay, commission, bonus, pension payment, disability, retirement income, and any other income from this job.

### Where can I learn more about child support laws?

To read the child support laws, look for Texas Family Code, Chapter 158 (C) on the Internet.

### What if I have questions?

Contact the State Child Enforcement Agency online:

[www.oag.state.tx.us/agency/contacts.shtml](http://www.oag.state.tx.us/agency/contacts.shtml).