

**LETTER TO EMPLOYER ABOUT  
INCOME WITHHOLDING FOR SUPPORT**

**Instructions to User**

1. Call the payroll or human resources department of the employer and ask for the address where you should send this letter, the *Income Withholding for Support*, and the *Order for Support*.
2. Complete this letter.
3. Include with this letter the *Income Withholding for Support* and the *Order for Support*.
4. Send these documents to the employer of the person paying support by certified mail with a return receipt requested. The certified mail receipt is your proof that the employer received these documents and when. You must also send a copy of this letter, the *Income Withholding for Support* and the *Order for Support* to the person paying support at the same time you send them to their employer. You may send the copies to the person paying support by regular U.S. Mail.

Date: \_\_\_\_\_

Certified Mail Number: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_  
\_\_\_\_\_

To Whom It May Concern:

Re: Case Name: \_\_\_\_\_ v. \_\_\_\_\_  
*Name of Petitioner* *Name of Respondent*

Case Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee SSN: \_\_\_\_\_

A support order has been entered against your employee: \_\_\_\_\_  
*Name of Person Paying Support*

I have enclosed with this letter an *Income Withholding for Support* and a copy of the *Order for Support*. The *Income Withholding for Support* tells you 1) how much support to withhold, 2) how often to withhold it, and 3) where to send the withheld money.

Thank you for your attention to this matter.

Sincerely,

\_\_\_\_\_  
*Your Signature*

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_  
\_\_\_\_\_

Your Telephone Number: \_\_\_\_\_