

PICKAWAY COUNTY CSEA
110 ISLAND ROAD
P.O. BOX 610
CIRCLEVILLE OH 43113-0439

Telephone Number: (740) 474-5437
Toll Free Number: 1-800-822-5437
Fax Number: (740) 474-9333

CITY OF CIRCLEVILLE
104 E FRANKLIN ST

CIRCLEVILLE OH 43113-1718

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CITY OF CIRCLEVILLE
Human Resources
JUL 10 2018
Time RECEIVED

Attention Employers: An employer resource guide is available that outlines employer responsibilities and provides answers to commonly asked employer questions. Please visit the Ohio Office of Child Support website at jfs.ohio.gov/ocs and click on the Employer Information link to download a copy.

Employer's Name: CITY OF CIRCLEVILLE
Employee/Obligor's Name: DOUGLAS A DAVIS
CSE Agency Case Identifier: [REDACTED]

Employer FEIN: 316400222
SSN: [REDACTED]
Order Identifier: [REDACTED]

Lump Sum Payments: You may be required to notify a state or tribal CSE agency of upcoming lump sum payments to this employee/obligor such as bonuses, commissions, or severance pay. Contact the sender to determine if you are required to report and/or withhold lump sum payments.

Liability: If you have any doubts about the validity of this IWO, contact the sender. If you fail to withhold income from the employee/obligor's income as the IWO directs, you are liable for both the accumulated amount you should have withheld and any penalties set by state or tribal law/procedure.

Pursuant to section 3121.371 of the Ohio Revised Code when a payor or financial institution fails to comply with this notice an agency shall request that the court issue a court order requiring the payor or financial institution to comply immediately with the notice or be held in contempt of court.

Anti-discrimination: You are subject to a fine determined under state or tribal law for discharging an employee/obligor from employment, refusing to employ, or taking disciplinary action against an employee/obligor because of this IWO.

Withholding Limits: You may not withhold more than the lesser of: 1) the amounts allowed by the Federal Consumer Credit Protection Act (CCPA) (15 USC 1673(b)); or 2) the amounts allowed by the state of the employee/obligor's principal place of employment or tribal law if a tribal order (see *Remittance Information*). Disposable income is the net income after mandatory deductions such as: state, federal, local taxes; Social Security taxes; statutory pension contributions; and Medicare taxes. The federal limit is 50% of the disposable income if the obligor is supporting another family and 60% of the disposable income if the obligor is not supporting another family. However, those limits increase 5% - to 55% and 65% - if the arrears are greater than 12 weeks. If permitted by the state or tribe, you may deduct a fee for administrative costs. The combined support amount and fee may not exceed the limit indicated in this section.

For tribal orders, you may not withhold more than the amounts allowed under the law of the issuing tribe. For tribal employers/income withholders who receive a state IWO, you may not withhold more than the limit set by tribal law.

Depending upon applicable state or tribal law, you may need to consider amounts paid for health care premiums in determining disposable income and applying appropriate withholding limits.

Arrears greater than 12 weeks? If the *Order Information* does not indicate that the arrears are greater than 12 weeks, then the employer should calculate the CCPA limit using the lower percentage.

Supplemental Information:

Ohio's supplemental information is contained in this section.

ORDER INFORMATION: In accordance with Ohio Revised Code (ORC) section 3121.03, you are required to: Implement the withholding no later than the first pay period that occurs after 14 business days following the date the notice was mailed or transmitted, and are required to continue the withholding at the intervals specified in the notice until further notice from the court or child support enforcement agency (CSEA); and send the amount withheld immediately but not later than 7 business days after the date the obligor is paid. Withholding under this order is binding until further notice from the court or CSEA.

PRIORITY: In accordance with ORC section 3121.034, except for deductions from lump sum payments made in accordance with section 3121.0311 of the Revised Code, withholding in accordance with this notice has priority over any other legal process under the law of this state against the same income.

EMPLOYERS WITH 50 OR MORE EMPLOYEES: In accordance with ORC section 3121.19, if you are an employer that employs more than 50 employees, you are required to submit withholding amounts to the state via electronic transfer and combine all of the payments to be forwarded in one payment. The payment shall clearly identify: each employee/obligor covered by the payment; each child support case number covered by the payment; and the portion of the payment attributable to each employee/obligor and case number.

IMPORTANT: The person completing this form is advised that the information may be shared with the employee/obligor.

Employer's Name: CITY OF CINCINNATI
Employee/Obligor's Name: DOUGLAS A DAVIS
CSE Agency Case Identifier: [REDACTED]

Employer FEIN: 316400222
SSN: [REDACTED]
Order Identifier: [REDACTED]

COMBINING PAYMENTS: In accordance with ORC section 3121.20, a payor required to withhold a specified amount from the income of more than one obligor under a withholding notice and to forward the amounts withheld or deducted to the office of child support may combine all of the amounts to be forwarded in one payment if the payment is accompanied by a list that clearly identifies all of the following: Each obligor covered by the payment; each child support case, numbered as provided on the withholding or deduction notice, that is covered by the payment; and the portion of the payment attributable to each obligor and each case number.

LUMP SUM PAYMENTS: In accordance with ORC section 3121.037, no later than the earlier of 45 days before a lump sum payment is to be made or, if the obligor's right to the lump sum payment is determined less than 45 days before it is to be made, the date on which that determination is made, the payor notify the child support enforcement agency administering the support order of any lump sum payment of any kind of \$150 or more that is to be paid to the obligor, hold each lump sum payment of \$150 or more for 30 days after the date on which it would otherwise be paid to the obligor and, on order of the court or agency that issued the support order, pay all or a specified amount of the lump sum payment to the office of child support.

EMPLOYEE/OBLIGOR WITH MULTIPLE SUPPORT WITHHOLDINGS: In accordance with ORC section 3121.034, when two or more withholding notices are received by a payor, the payor shall comply with all of the requirements contained in the notices to the extent that the total amount withheld from the obligor's income does not exceed the maximum amount permitted under section 303(b) of the "Consumer Credit Protection Act," 1673(b), withhold amounts in accordance with the allocation set forth below, notify each court or CSEA that issued one of the notices of the allocation, and give priority to amounts designated in each notice as current support in the following manner:

- o If the total of the amounts designated in the notices as current support exceeds the amount available for withholding under section 303(b) of the "Consumer Credit Protection Act," 1673(b), the payor shall allocate to each notice an amount for current support equal to the amount designated in that notice as current support multiplied by a fraction in which the numerator is the amount of income available for withholding and the denominator is the total amount designated in all of the notices as current support.
- o If the total of the amounts designated in the notices as current support does not exceed the amount available for withholding under section 303(b) of the "Consumer Credit Protection Act," 1673(b), the payor shall pay all of the amounts designated as current support in the notices and shall allocate to each notice an amount for past-due support equal to the amount designated in that notice as past-due support multiplied by a fraction in which the numerator is the amount of income remaining available for withholding after the payment of current support and the denominator is the total amount designated in all of the notices as past-due support.

NOTIFICATION OF TERMINATION OF EMPLOYMENT: In accordance with ORC section 3121.037, you must promptly notify the CSEA administering the support order, in writing, within 10 business days after the date of any situation that occurs in which the payor ceases to pay income to the obligor in an amount sufficient to comply with the order, including termination of employment, layoff of the obligor from employment, any leave of absence of the obligor from employment without pay, termination of workers' compensation benefits, or termination of any pension, annuity, allowance, or retirement benefit. Include with the notification:

- o The obligor's last known address and telephone number; the obligor's date of birth, social security number, and case number; if known, the name, telephone number, and business address of any new employer or income source.
- o Identify any types of benefits other than personal earnings the obligor is receiving or is eligible to receive as a benefit of employment or as a result of the obligor's termination of employment, including, but not limited to, unemployment compensation, workers' compensation benefits, severance pay, sick leave, lump sum payments of retirement benefits or contributions, and bonuses or profit-sharing payments or distributions, and the amount of the benefits.

FEE: In accordance with ORC section 3121.18, a payor ordered to withhold a specified amount from the income of an employee under a withholding notice may deduct from the income of the person, in addition to the amount withheld for purposes of support, a fee of the greater of \$2 or an amount not exceeding 1% of the amount withheld as a charge for its services in complying with the withholding notice.

EFT: For EFT/EDI instructions, contact CSPC at 1-888-965-2676 or go to:
http://jfs.ohio.gov/OCS/employers/CSPC_Overview.stm#Employers

Bureau of Workers' Compensation Claim Number: _____

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Employer's Name: CITY OF CIRCLEVILLE Employer N: 316400222
Employee/Obligor's Name: DOUGLAS A DAVIS SSN: [REDACTED]
CSE Agency Case Identifier: [REDACTED] Order Identifier: [REDACTED]

NOTIFICATION OF EMPLOYMENT TERMINATION OR INCOME STATUS: If this employee/obligor never worked for you or you are no longer withholding income for this employee/obligor, you must promptly notify the CSE agency and/or the sender by returning this form to the address listed in the contact information below:

☐ This person has never worked for this employer nor received periodic income.

☐ This person no longer works for this employer nor receives periodic income.

Please provide the following information for the employee/obligor:

Termination date: _____ Last known phone number: _____

Last known address: _____

Final payment date to SDU/tribal payee: _____ Final payment amount: _____

New employer's name: _____

New employer's address: _____

CONTACT INFORMATION:

To Employer/Income Withholder: If you have questions, contact

LISA M LEACH _____ by phone: 1-800-822-5437, by fax: (740) 474-9333
by email or website: _____

Send termination/income status notice and other correspondence to: PICKAWAY COUNTY CSEA,
110 ISLAND ROAD, P.O. BOX 610 CIRCLEVILLE, OH 43113-0439

To Employee/Obligor: If the employee/obligor has questions, contact

LISA M LEACH _____ by phone: 1-800-822-5437, by fax: (740) 474-9333
by email or website: _____

The Paperwork Reduction Act of 1995

This information collection and associated responses are conducted in accordance with 45 CFR 303.100 of the Child Support Enforcement Program. This form is designed to provide uniformity and standardization. Public reporting burden for this collection of information is estimated to average 5 minutes per response for Non-IV-D CPs; 2 minutes per response for employers; 3 seconds for e-IWO employers, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.