

WI SCTF
P.O. Box 07914
Milwaukee, WI 53274-0914

Order/Notice to Withhold Income for Child Support Receipt and Disbursement Fees

10/25/2011

000001
ACME PARTS
12 INDUSTRIAL LANE
PO BOX 9090
COPPER WI 54678

This is an order to deduct employee's income as noted on the attachment and as authorized under s. 767.57(1e)(a), Wis. Stats. The deduction is for payment of Receipt and Disbursement (R&D) fees for child support, spousal support, or other support-related payments. Your employee(s) has been notified that this money would be withheld if he/she has not paid the R&D fee prior to this order. This order does **not** apply to any employee **not** on the list even if you have been withholding support for that employee.

The deduction is to be made from the next payroll or as soon thereafter as practical and forwarded to the Wisconsin Support Collections Trust Fund (WI SCTF). This is in addition to any other child or spousal support, or other support-related payments you may be deducting for the listed employees. You may have previously deducted and sent R&D payments for some of these employees. However, our records indicate that they still have an R&D fee balance. Failure to follow the remittance instructions below is likely to result in misapplied payments.

Special remittance instructions:

- Deduct the R&D fee **after** all other support payments are deducted.
- **Withhold the indicated amounts only one time.** If additional R&D withholdings are needed, you will receive another withholding notice under separate cover letter.
- A **separate check** is required for R&D fees; do not combine withheld amounts with other support remittances. This remittance cannot be made by EFT, Electronic Data Interchange (EDI) or diskette.
- Combine R&D fees withheld from all employees into a single R&D payment check if possible.
- Complete and sign the attached list and include it with the check(s). **Use only the list provided with this notice.** Using a different coupon/list could result in a misapplied payment. This list must accompany the remittance.
- Make check(s) payable and send to: **WI SCTF, Box 74400, Milwaukee, WI 53274-0400**
- Do not include support-related withholding checks in the same envelope as the R&D check.

Consumer Credit Protection Act (CCPA): Federal law requires states to limit the amount which can be collected by income withholding to 50-65% of disposable earnings per pay period. If earnings are not sufficient to make full payment, a partial deduction should be made up to the CCPA limit. For more instruction on CCPA, see information provided with the original notice to withhold income.

Additional information is available at: <http://www.dcf.wisconsin.gov/bcs/employer.htm>

WI Support Collections Trust Fund (WI SCTF)
414-615-2585 (Only for R&D questions)

SAMPLE

Date of
Withholding: 10/25/2011

ANNUAL R&D WITHHOLDING (ONLY)

Complete and return this
list with payments to:
WI SCTF
Box 74400
Milwaukee, WI 53274-0400

Employer Name: JOE'S GARAGE

Employer ID: 1234567

Amount
Due Amount
 Withheld*

KIDS PIN

Employee Name

SSN

\$35.00	_____	0001234777	WALLACE, BROMBERG III	333-11-0909
\$70.00	_____	0004444777	WHITNEY, GOOFLURB	322-22-0808

* Enter actual amount withheld. Due to CCPA limits, amount withheld may be less than amount due.