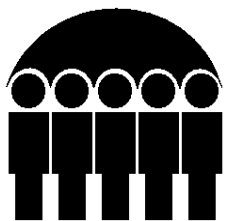


January 19, 2007

Employees' Manual  
Title 11  
Chapter F Appendix

# INCOME WITHHOLDING

## APPENDIX



Iowa  
Department  
of  
Human Services

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### 470 1916, Order for Income Withholding

Purpose	Use form 470 1916, <i>Order for Income Withholding</i> , to enforce a court-ordered obligation amount for a payor with only one court order.
Source	ICAR generates the batch version of this form (470 1916) automatically through a nightly batch program. You can generate the on-line version of the form (470/1916) by entering a “Y” or “U” in the ONLINE FORM field on the IWO screen.
Completion	ICAR completes this form to begin income withholding if the case is eligible. You complete this form when you amend a previous order or generate a lump-sum IWO.
Distribution	File one copy with the clerk of court listed in the caption. Send a copy to the payor’s last known address by first-class mail. Keep a copy in the case file.
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ County where the order is filed</li><li>◆ Petitioner</li><li>◆ Respondent</li><li>◆ Docket number</li><li>◆ Payor’s name</li><li>◆ Date of the order</li><li>◆ Amount to withhold for current support</li><li>◆ Frequency to withhold for current support</li><li>◆ Amount to withhold for payment of any arrears due</li><li>◆ Frequency to withhold for arrears</li><li>◆ Total amount of the arrears due on the case</li><li>◆ The date the delinquency was determined</li><li>◆ Case number</li><li>◆ Type of IWO</li><li>◆ Date provisions for IIW were entered</li><li>◆ Amount of the lump-sum IWO</li><li>◆ Unit’s address</li></ul>

[470/2622, Result of Conference Regarding Income Withholding](#)

Purpose	Use form 470/2622, <i>Result of Conference Regarding Income Withholding</i> , to provide the payor with: <ul style="list-style-type: none"><li>◆ Information about the informal conference.</li><li>◆ The outcome if the conference was held.</li><li>◆ The Unit's decision if the conference was not held.</li><li>◆ The location and time of a rescheduled conference.</li></ul>
Source	Enter an "X" in the RESULTS field on the IWO2 screen to generate this form.
Completion	Complete this form after you receive a request for a conference or after you held a conference.
Distribution	Mail one copy by first-class mail to the payor at the last known address. Put a copy in the case file.
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ Payor's name and address</li><li>◆ Date you generated the form</li><li>◆ Case number</li><li>◆ Worker name, ID number, address, and telephone number</li><li>◆ Date and time of rescheduled conference</li><li>◆ Telephone number or place for rescheduled conference</li><li>◆ The amount to be refunded if withholding was incorrect</li></ul> <p>The worker enters the following information:</p> <ul style="list-style-type: none"><li>◆ Why the conference was requested</li><li>◆ Whether the payor attended the conference</li><li>◆ That the conference will be rescheduled</li><li>◆ The decision made by the Unit</li><li>◆ The amount the withholding is changed to, if applicable</li><li>◆ Any comments</li></ul>

**470/2623, Acknowledgment of Request for Informal Conference**

Purpose	Use form 470/2623, <i>Acknowledgment of Request for Informal Conference</i> , to acknowledge the payor's request for an informal conference.
Source	To generate this form, enter a date in the ACKNOWLEDGED field on the IWO2 screen and the date and time in the CONF SET DATE/TIME field, if applicable.
Completion	Complete this form when you receive a request for an informal conference.
Distribution	Mail one copy by first-class mail to the payor. Put a copy in the case file.
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none"><li>◆ Payor's name and address</li><li>◆ Date you generated the form</li><li>◆ Case number</li><li>◆ Worker name, ID number , address, and telephone number</li></ul> <p>The worker enters the following information:</p> <ul style="list-style-type: none"><li>◆ Reason the payor requested a conference</li><li>◆ Date, time, and the telephone number or place of the conference, if applicable</li><li>◆ Reason the conference request was denied, if applicable</li></ul>

**470 2624, Initiation of Income Withholding/Medical Support Enforcement**

Purpose	Use form 470 2624, <i>Initiation of Income Withholding/Medical Support Enforcement</i> , to: <ul style="list-style-type: none"><li>◆ Advise the payor that a notice of income withholding was recently mailed to the income withholder; and</li><li>◆ Provide the legal rights and responsibilities to the payor regarding income withholding.</li></ul>
Source	ICAR generates this form automatically through a nightly batch program when an IWO is sent to an income provider.
Completion	ICAR completes this form at the same time form 470 3272, <i>Income Withholding for Support</i> , is sent to the income provider.
Distribution	Send a copy by first-class mail to the payor.
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ Payor's name and address</li><li>◆ Date ICAR generated the form</li><li>◆ Case number</li><li>◆ Name, address, and telephone number of the Unit</li><li>◆ Whether the Unit entered or changed an IWO, or sent a notice of income withholding to the income provider</li><li>◆ Type of income withholding order sent to the income provider</li><li>◆ Whether the notice provides for health insurance</li><li>◆ Income providers receiving the notice of IWO</li></ul>

**470 2637, Order for Income Withholding**

Purpose	Use form 470 2637, <i>Order for Income Withholding</i> , to enforce a juvenile court-ordered obligation. The order sets the amount used in form 470 3272, <i>Income Withholding for Support</i> , which is sent to the income provider.
Source	To generate this form, enter a “Y” in the JO field on the IWO screen.
Completion	Complete this form to begin income withholding on a juvenile court-ordered obligation, to amend a previous IWO or to generate a lump-sum IWO.
Distribution	File one copy with the clerk of court listed in the caption. Mail a copy of the form to the payor’s last known address by first-class mail. Put a copy in the case file.
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ County where the order is filed</li><li>◆ Petitioner (child)</li><li>◆ Docket number</li><li>◆ Date the order was generated</li><li>◆ Payor’s name</li><li>◆ Current support to deduct from wages</li><li>◆ Frequency of current support</li><li>◆ Delinquent support to deduct from wages</li><li>◆ Frequency of delinquent support</li><li>◆ Total amount of delinquent support and date calculated</li><li>◆ Case number</li><li>◆ Type of income withholding (immediate or mandatory)</li><li>◆ Date provisions for IIW were entered</li><li>◆ If the order is amending an IWO</li><li>◆ If the order is for lump sum and the lump-sum amount</li></ul>

**[470/2683, Income Withholding Notice Inquiry](#)**

Purpose	Use form 470/2683, <i>Income Withholding Notice Inquiry</i> , to request information from an income provider when support payments are not received as established in form 470 3272, <i>Income Withholding for Support</i> .
Source	To generate this form, EPICS enters a “Y” in the EMPLOYER CONTACT field on the IWO screen.
Completion	EPICS completes this form when the income provider does not withhold the full amount displayed in the MONITOR FOR field on the IWO screen.  The income provider completes the remainder of the form.
Distribution	Send the form to the income provider by first-class mail.
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ Name and address of the income provider</li><li>◆ Worker identification number</li><li>◆ Date EPICS generated the form</li><li>◆ Payor’s name and social security number</li><li>◆ Case number</li><li>◆ Unit’s address</li></ul>

**470 2688, Termination of Order for Income Withholding**

Purpose	Use form 470 2688, <i>Termination of Order for Income Withholding</i> , to terminate a single-captioned IWO.
Source	ICAR generates the batch version of this form (470 2688) through a nightly batch program.  You can generate the on-line version of this form (470/2688) by entering a “Y” in the TERMINATION (Y/C) field on the IWO screen.
Completion	ICAR completes this form when the current obligation ends and the case is paid in full.  You complete the form when: <ul style="list-style-type: none"><li>◆ The current obligation ends and the case is paid in full, or</li><li>◆ The initiating state requests that you terminate the IWO.</li></ul>
Distribution	File one copy with the clerk of court listed in the caption. Send a copy of the form to the payor’s last known address by first-class mail. Put a copy in the case file. Mail a copy to the income provider by first-class mail.
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ County of filing</li><li>◆ Petitioner</li><li>◆ Respondent</li><li>◆ Court order number</li><li>◆ Date of the termination</li><li>◆ The file date of the terminated IWO</li><li>◆ Effective date of the terminated IWO</li><li>◆ Unit’s address</li><li>◆ Case number</li></ul>

**470-2819, What You Should Know About Immediate Income Withholding**

Purpose	Use form 470-2819, <i>What You Should Know About Immediate Income Withholding</i> , to inform both parties about the legal provisions related to immediate income withholding.
Source	Generate this form when you generate the notice packet in any of the following establishment or modification processes: <ul style="list-style-type: none"><li>◆ Administrative establishment</li><li>◆ Administrative paternity</li><li>◆ Administrative modification (only if not previously sent)</li><li>◆ Judicial paternity establishment</li><li>◆ Judicial support establishment</li><li>◆ Review and adjustment (only if not previously sent)</li></ul>
Completion	Complete this form during the establishment and modification processes. If the form has previously been sent on the case, you do not need to send it again.
Distribution	See the manual section for each specific process for detailed mailing instructions.
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ Date the form was generated</li><li>◆ Case number</li><li>◆ Payor's name and address</li><li>◆ Payee's name and address</li><li>◆ Worker's name, ID number, address, and telephone number</li></ul>

**470/2821, Written Agreement for Payment of Support**

Purpose	Use form 470/2821, <i>Written Agreement for Payment of Support</i> , to establish the criteria a payor must meet to pay child support in a manner other than immediate income withholding.
Source	Generate this form from the FORMLIST screen.
Completion	Complete this form when the parties request an alternate payment plan and the payor is not delinquent in the amount of support due for one month.  This agreement is void if the payee begins receiving public assistance.  Both parties and the Unit sign and date this form.
Distribution	File this form with the clerk of court when you file the support order.
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ County of filing</li><li>◆ Petitioner</li><li>◆ Respondent</li><li>◆ Court order number</li><li>◆ Payor's name</li><li>◆ Payee's name</li></ul> The worker enters the following information: <ul style="list-style-type: none"><li>◆ Method agreed upon for payment of support</li><li>◆ Unit's approval or disapproval of the request</li><li>◆ If not approved, the reason</li></ul>

**470/2829, Decision on Request for Income Withholding**

Purpose	Use form 470/2829, <i>Decision on Request for Income Withholding</i> , to notify the party requesting IIW of the Unit's decision regarding the request.
Source	To generate this form, enter a "Y" in the APPROVED (Y/N) field on the IWO screen.
Completion	Complete this form after the payor or payee requests IIW and you've made a decision whether to approve or deny the request.
Distribution	Mail one copy by first-class mail to the requesting party.
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ Name and address of the requesting party</li><li>◆ Date the form was prepared</li><li>◆ Case number</li><li>◆ Worker's name, ID, address, and telephone number</li></ul> The worker enters the decision regarding the request.

**470-2830, Decision on Exemption From Immediate Income Withholding**

Purpose	Use form 470-2830, <i>Decision on Exemption From Immediate Income Withholding</i> , to notify the payor about the request to be exempt from IIW.
Source	To generate this form, enter a “G” in the IIW PROVISIONS (Y/N/G/A) field on the COURTORC screen.
Completion	Complete this form when you approve or deny a request for exemption from IIW.
Distribution	Send the form to the payor’s last known address by first-class mail. Put a copy in the case file.
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ Payor’s name and address</li><li>◆ Date the form was prepared</li><li>◆ Case number</li><li>◆ Worker’s name, address, and telephone number</li></ul> The worker enters the following information: <ul style="list-style-type: none"><li>◆ Decision regarding the exemption request</li><li>◆ Action based on the decision</li><li>◆ Option for payor to contest the decision</li></ul>

**470 2834, Termination of Order for Income Withholding**

Purpose	Use form 470 2834, <i>Termination of Order for Income Withholding</i> , to terminate an IWO for a juvenile order.
Source	ICAR generates the batch version of this form (470 2834) through a nightly batch program.  You can generate the on-line version of this form (470/2834) by entering a “Y” in the TERMINATION (Y/C) field on the IWO screen.
Completion	ICAR completes this form when the current obligation ends and the case is paid in full.  You complete this form when: <ul style="list-style-type: none"><li>◆ The current obligation ends and the case is paid in full, or</li><li>◆ The initiating state requests that the Unit terminate the IWO.</li></ul>
Distribution	File one copy with the clerk of court listed in the caption. Mail a copy of the form to the payor’s last known address by first-class mail. Put a copy in the case file. Mail a copy to the income provider along with form 470 3272, <i>Income Withholding for Support</i> (termination).
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ County of filing</li><li>◆ Petitioner (child)</li><li>◆ Court order number</li><li>◆ Date the form was prepared</li><li>◆ File date of the IWO</li><li>◆ Effective date of the IWO</li><li>◆ Case number</li><li>◆ Unit’s address</li></ul>

**470 2839, Obligor Notice of Termination**

Purpose	Use form 470 2839, <i>Obligor Notice of Termination</i> , to notify the payor when the IWO is terminated.
Source	ICAR generates the batch version of this form (470 2839) through a nightly batch program.  You can generate the on-line version of the form (470/2839) by entering a “Y” in the TERMINATION (Y/C) field on the IWO screen.
Completion	ICAR completes this form when the current obligation has ended and the case is paid in full or the IWO is amended.  You complete this form when: <ul style="list-style-type: none"><li>◆ The current obligation has ended and the case is paid in full, or</li><li>◆ The initiating state has requested that the Unit terminate the IWO.</li></ul>
Distribution	Mail the form to the payor’s last known address by first-class mail. Put a copy in the case file.
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ Payor’s name and address</li><li>◆ Date the form was prepared</li><li>◆ Case number</li><li>◆ Worker’s name and address</li></ul>

**470 2857, Termination of Order for Income Withholding**

Purpose	Use form 470 2857, <i>Termination of Order for Income Withholding</i> , to terminate a triple-captioned IWO for a payor with three different court orders.
Source	ICAR generates the batch version of the form (470 2857) through a nightly batch program.  You can generate the on-line version (470/2857) by entering a “Y” in the TERMINATION (Y/C) field on the IWO screen.
Completion	ICAR completes this form when the current obligation ends and the case is paid in full.  You complete this form when: <ul style="list-style-type: none"><li>◆ The current obligation ends and the case is paid in full, or</li><li>◆ The initiating state requests the Unit to terminate the IWO.</li></ul>
Distribution	File one copy with each clerk of court listed in the caption. Mail a copy of the form to the payor’s last known address by first-class mail. Put a copy in the case file. Mail a copy to the income provider by first-class mail with form 470 3272, <i>Income Withholding for Support</i> (termination).
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ Counties of filing</li><li>◆ Petitioner of each order</li><li>◆ Respondent of each order</li><li>◆ Court order numbers</li><li>◆ Date the form was prepared</li><li>◆ File date of the IWO being terminated</li><li>◆ Effective date of the IWO being terminated</li><li>◆ Unit’s address</li><li>◆ Case number</li></ul>

**470 2859, Termination of Order for Income Withholding**

Purpose	Use form 470 2859, <i>Termination of Order for Income Withholding</i> , to terminate a double-captioned IWO for a payor with two different court orders.
Source	ICAR generates the batch version of this form (470 2859) through a nightly batch program.  You can generate the on-line version of the form (470/2859) by entering a “Y” in the TERMINATION (Y/C) field on the IWO screen.
Completion	ICAR completes this form when the current obligation has ended and the case is paid in full.  You complete this form when: <ul style="list-style-type: none"><li>◆ The current obligation ends and the case is paid in full, or</li><li>◆ The initiating state requests the Unit to terminate the IWO.</li></ul>
Distribution	File one copy with each clerk of court listed in the caption. Mail a copy of the form by first-class mail to the payor’s last known address. Put a copy in the case file. Mail a copy to the income provider by first-class mail with form 470 3272, <i>Income Withholding for Support</i> (termination).
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ Counties of filing</li><li>◆ Petitioner of each order</li><li>◆ Respondent of each order</li><li>◆ Court order numbers</li><li>◆ Date the form was prepared</li><li>◆ File date of the IWO being terminated</li><li>◆ Effective date of the IWO being terminated</li><li>◆ Unit’s address</li><li>◆ Case number</li></ul>

**470 2864, Order for Income Withholding**

Purpose	<p>Use form 470 2864, <i>Order for Income Withholding</i>, to enforce a court-ordered obligation for a payor with three different court orders.</p> <p>The order sets the amount that an income withholder withholds from a payor's income for the payment of child support when court orders exist in three counties. This amount is used in form 470 3272, <i>Income Withholding for Support</i>, which is sent to the income provider.</p>
Source	<p>ICAR generates the batch version of this form (470 2864) automatically through a nightly batch program.</p> <p>You can generate the batch version (470 2864) by entering a "Y" in the FORM field on the IWO screen.</p> <p>You can generate the on-line version (470/2864) by entering a "U" in the FORM field on the IWO screen.</p>
Completion	<p>ICAR completes this form to begin income withholding to enforce a court-ordered obligation.</p> <p>You complete this form when you amend a previous IWO or generate a lump-sum IWO.</p>
Distribution	<p>File one copy with each clerk of court listed in the caption. Mail a copy of the form to the payor's last known address by first-class mail. Put a copy in the case file.</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none"><li>◆ Counties of filing</li><li>◆ Petitioner of each order</li><li>◆ Respondent of each order</li><li>◆ Court order numbers</li><li>◆ Date of the order</li><li>◆ Payor's name</li></ul>

- ◆ Amount to withhold for current support
- ◆ Frequency to withhold current support
- ◆ Amount to withhold for payment of any arrears due
- ◆ Frequency to withhold arrears
- ◆ Total amount of the arrears due on the case
- ◆ The date the delinquency was determined
- ◆ Case number
- ◆ Type of withholding
- ◆ Date provisions for IIW were entered
- ◆ Lump-sum amount, if appropriate
- ◆ Unit's address

**470 2865, Order for Income Withholding**

Purpose	<p>Use form 470 2865, <i>Order for Income Withholding</i>, to enforce a court-ordered obligation amount for a payor with two different court orders.</p> <p>The order sets the amount that an income withholder withholds from a payor's income for the payment of child support when court orders exist in two counties. This amount is used in form 470 3272, <i>Income Withholding for Support</i>, which is sent to the income provider.</p>
Source	<p>ICAR generates the batch version of this form (470 2865) through a nightly batch program.</p> <p>You can generate the on-line version (470/2865) by entering a "Y" or "U" in the FORM field on the IWO screen.</p>
Completion	<p>ICAR completes this form to begin income withholding to enforce a court-ordered obligation.</p> <p>You complete this form when you amend a previous IWO or generate a lump-sum IWO.</p>
Distribution	<p>File one copy with each clerk of court listed in the caption. Mail a copy to the payor's last known address by first-class mail. Put a copy in the case file.</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none"><li>◆ Counties of filing</li><li>◆ Petitioner of each order</li><li>◆ Respondent of each order</li><li>◆ Court order numbers</li><li>◆ Date of the order</li><li>◆ Payor's name</li><li>◆ Amount to withhold for current support</li><li>◆ Frequency to withhold current support</li><li>◆ Amount to withhold for payment of any arrears due</li></ul>

- ◆ Frequency to withhold arrears
- ◆ Total amount of the arrears due on the case
- ◆ The date the delinquency was determined
- ◆ Case number
- ◆ Type of withholding
- ◆ Date provisions for IIW were entered
- ◆ Lump-sum amount if, appropriate
- ◆ Unit's address

**470/2947, Proof of Service of Income Withholding Order**

Purpose	Use form 470/2947, <i>Proof of Service of Income Withholding Order</i> , to document that form 470 3272, <i>Income Withholding for Support</i> , was mailed to a specific income provider on a specific date.
Source	To generate this form, enter a “Y” in the GEN PROOF (Y) field on the IWO2 screen.
Completion	Complete this form when you receive a filed copy of the MTQ the IWO.
Distribution	Mail one copy to the clerk of court.
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ County of filing</li><li>◆ Petitioner</li><li>◆ Respondent</li><li>◆ Court order number</li><li>◆ Date the IWO was sent to the clerk of court</li><li>◆ Date the IWO was mailed to the income provider</li><li>◆ Name and address of the income provider</li><li>◆ Worker’s name, personal identification number (PIN), address, and telephone number</li><li>◆ Date the form was generated</li></ul>

**470/2949, Proof of Service of Income Withholding Order**

Purpose	Use form 470/2949, <i>Proof of Service of Income Withholding Order</i> , when the payor has two support orders in different counties. This form documents that form 470 3272, <i>Income Withholding for Support</i> , was mailed to a specific income provider on a specific date.
Source	To generate this form, enter a “Y” in the GEN PROOF (Y) field on the IWO2 screen.
Completion	Complete this form when you receive a filed copy of the MTQ an IWO.
Distribution	Mail one copy to each clerk of court listed in the caption.
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ Counties of filing</li><li>◆ Petitioner</li><li>◆ Respondent</li><li>◆ Court order numbers</li><li>◆ Date the IWO was sent to the clerk of court</li><li>◆ Date the IWO was mailed to the income provider</li><li>◆ Name and address of the income provider</li><li>◆ Worker’s name, PIN, address, and telephone number</li><li>◆ Date the form was generated</li></ul>

**470/2951, Proof of Service of Income Withholding Order**

Purpose	Use form 470/2951, <i>Proof of Service of Income Withholding Order</i> , when the payor has three support orders in different counties. This form documents that form 470 3272, <i>Income Withholding for Support</i> , was mailed to a specific income provider on a specific date.
Source	To generate this form, enter a “Y” in the GEN PROOF (Y) field on the IWO2 screen.
Completion	Complete this form when you receive a filed copy of the MTQ an IWO.
Distribution	Mail one copy to each clerk of court listed in the caption.
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ Counties of filing</li><li>◆ Petitioner</li><li>◆ Respondent</li><li>◆ Court order numbers</li><li>◆ Date the IWO was sent to the clerk of court</li><li>◆ Date the IWO was mailed to the income provider</li><li>◆ Name and address of the income provider</li><li>◆ Worker’s name, PIN, address, and telephone number</li><li>◆ Date the form was generated</li></ul>

**470/2952, Proof of Service of Income Withholding Order**

Purpose	Use form 470/2952, <i>Proof of Service of Income Withholding Order</i> , when the payor's support order is a juvenile order. This form documents that form 470 3272, <i>Income Withholding for Support</i> , was mailed to a specific income provider on a specific date.
Source	To generate this form, enter a "Y" in the GEN PROOF (Y) field on the IWO2 screen.
Completion	Complete this form when you receive a filed copy of the MTQ an IWO.
Distribution	Mail one copy to the clerk of court listed in the caption.
Data	ICAR enters the following information: <ul style="list-style-type: none"><li>◆ County of filing</li><li>◆ Petitioner (child)</li><li>◆ Court order number</li><li>◆ Date the IWO was sent to the clerk of court</li><li>◆ Date the IWO was mailed to the income provider</li><li>◆ Name and address of the income provider</li><li>◆ Worker's name and PIN</li><li>◆ Date the form was generated</li></ul>

**470/3179, Amounts Improperly Withheld and Forwarded**

Purpose	Use form 470/3179, <i>Amounts Improperly Withheld and Forwarded</i> , to notify the payee of an overpayment and to provide the payee options for returning the overpayment.
Source	Generate this form from the FORMLIST screen.
Completion	Complete this form when a payee receives an overpayment.
Distribution	Mail this form to the payee by first-class mail.
Data	ICAR enters the case number.  The worker enters the following information: <ul style="list-style-type: none"><li>◆ Payee's name and address</li><li>◆ Date the form was prepared</li><li>◆ Worker's name, address, and telephone number</li><li>◆ Whether overpayment was sent to payee</li><li>◆ Amount of the overpayment, if sent to payee</li></ul>

**470/3182, Income Withholding Error**

Purpose	Use form 470/3182, <i>Income Withholding Error</i> , to notify the payor when the Unit detects a pre-payment on a child support case.
Source	ICAR generates the batch version of this form (470 3182) when you enter an “A” in the WH LTR field on the PAYOR screen.  You can generate the on-line version of this form (470/3182): <ul style="list-style-type: none"><li>◆ From the FORMLIST screen; or</li><li>◆ By entering a “Y” in the WH LTR field on the PAYOR screen.</li></ul>
Completion	Complete this form when you determine that money was improperly withheld from a payor’s paycheck.  The payor completes the last page of the form.
Distribution	Mail one copy to the payor by first-class mail.
Data	ICAR enters the case number.  The worker enters the following information: <ul style="list-style-type: none"><li>◆ Payor’s name and address</li><li>◆ Date the form was prepared</li><li>◆ Worker’s name, ID number, address, and telephone number</li><li>◆ Amount withheld in excess and the date the amount was received</li></ul>

**470 3272, Income Withholding for Support**

Purpose	Form 470 3272, <i>Income Withholding for Support</i> , informs the income provider of the amounts to withhold from a payor's income for the payment of child support. The form also instructs the income provider to terminate income withholding.
Source	ICAR automatically generates the batch version of this form (470 3272) through a nightly batch process. The notice is produced in four versions: Original Income Withholding Order/Notice for Support (IWO), Amended IWO, One-Time Order/Notice for Lump Sum Payment, and Termination of IWO.  You can generate the batch version (470 3272) for existing orders by entering "Y" or "R" in the GEN NOTICE (Y/N/R/S) field or for terminations by entering a "Y" in the TERMINATION (Y/C) field on the IWO screen. EPICS can reprint this form on line when necessary.
Completion	ICAR generates this form when a new income provider is added to a case, the IWO is amended, or the IWO is terminated.
Distribution	Mail the form by first-class mail to the income withholder.
Data	ICAR enters the following: <ul style="list-style-type: none"><li>◆ If original order/notice</li><li>◆ If amended or terminated order/notice</li><li>◆ If lump sum notice</li><li>◆ Date the notice was generated</li><li>◆ County of filing</li><li>◆ Case number</li><li>◆ Income withholder name and address and FEIN</li><li>◆ Payor's name and social security number</li><li>◆ Payee's name</li><li>◆ Children's names and dates of birth</li><li>◆ Amount to withhold for current support and arrears and frequency</li><li>◆ Total amount to withhold and frequency</li><li>◆ Amounts to withhold per pay cycle</li><li>◆ Lump sum amount to withhold</li><li>◆ Contact information</li></ul>

**470-3373, Information About Automatic Withdrawals for Child Support**

Purpose	Use form 470-3373, <i>Information About Automatic Withdrawals for Child Support</i> , to notify the payor that since the payment date and obligation date do not match, a delinquency could occur which would result in the Unit issuing a mandatory IWO.
Source	Generate this form from the FORMVIEW screen.
Completion	Complete this form when you discover the payment date on the PAYOREFT screen does not match the child support obligation due date.
Distribution	Mail this form to the payor by first-class mail.
Data	The worker enters the following information: <ul style="list-style-type: none"><li>◆ Payor's name and address</li><li>◆ Date the form was prepared</li><li>◆ Case number</li><li>◆ Worker's name, address, and telephone number</li></ul>

**Monitor for PARM**

Purpose	The <i>Monitor for PARM</i> report lists all cases where the Unit received a monthly payment amount that was less than the amount listed in the MONITOR FOR field on the IWO screen.
Source	ICAR generates the information on this report to the Excel Importer.
Completion	EPICS staff download the report monthly, review it, and contact income providers about the low payments amounts.
Data	EMPLOYER NAME: This field displays the name of the payor's income provider.  EMP (CITY): This field displays the city of the income provider's payroll department.  EMP ID: This field displays the entry in the EMPLOYER ID field on the EMPVER screen.  OBLIGOR NAME: This field displays the payor's name.  OBLIGOR SSN: This field displays the payor's social security number.  CASE NUMBER: This field displays the payor's case number.  MONITOR FOR AMOUNT: This field displays the amount listed in the MONITOR FOR field on the IWO screen.  AMT REC'D: This field displays the payment amount received for the previous month.  DATE OF LAST PAYMENT: This field displays the date of the last payment from the PAYHIST screen.  DELINQ PARM: This field displays the calculated difference between the amount displayed in the MONITOR FOR AMOUNT and the AMT REC'D fields.

EMP PHONE #: This field displays the income provider's telephone number.

EMP FAX #: This field displays the income provider's FAX number.

EMP E-MAIL: This field displays the income provider's E-mail address, when available.

TALX CODE: This field displays the employer company code to use when accessing a payor's employment information from their web site, "The Work Number."

CONTACT PREFERNCE: This field notifies you whether to contact the employer by telephone, FAX, or E-mail.

**S479H730-A, Case Delinquency Programming Generation Totals**

Purpose	Report S479H730-A, <i>Case Delinquency Programming Generation Totals</i> , lists the number of income withholding notices and orders that generate on business days of the month through the case delinquency program.
Source	ICAR generates this report monthly to Central Office and to EPICS.
Data	<p>NUMBER OF FORMS CREATED ON THE SPECIFIC DAYS WHICH UPDATE PROGRAM RAN: Dates the program ran during the month are listed above the dotted line. These dates are the state business days each month, and vary from month to month.</p> <p>The numbers under the dotted line are the number of forms generated through the case delinquency program for each day listed above for each specific form.</p> <p>MONTHLY TOTALS: This column contains the total number generated of each form listed.</p>