



# ORDER TO WITHHOLD AND DELIVER - ENTITY

TO: Department of Corrections

RE:

Office

Debtor name

Address

DOC number

City, State, Zip

Cause number

The Department of Corrections issues this Order to Withhold and Deliver under RCW 9.94A.7606(1). This Order to Withhold and Deliver is legal process. The net proceeds from this order will be applied to the satisfaction of a court-ordered legal financial obligation.

Debtor name owes a court-ordered legal financial obligation debt in the amount of \$\_\_\_\_\_ payable to the \_\_\_\_\_ county clerk. The law requires you to withhold a total of \$\_\_\_\_\_ or other property belonging to the debtor, described as: If the money withheld is earnings, the amount withheld cannot exceed 25% of the debtor's disposable earnings due to be paid them.

"Earnings" means compensation paid or payable for personal services, whether called wages, salary, commission, hours, or otherwise, and notwithstanding any other provisions of law making such payments exempt from garnishment, attachment, or other process to satisfy court ordered legal financial obligations.

"Disposable earnings" are earnings less deduction of amounts required by law to be withheld. This amount must be held as soon as you receive this order. Delivery to the Clerk of the Court listed above of the money or other property held or claimed will satisfy the requirement and serve as full acquittance of the Order to Withhold and Deliver.

By law, you are required to:

1. Answer this Order to Withhold and Deliver within 20 days after you receive it. To answer, fill out the attached form and mail it to the Department of Corrections office listed below.
2. Provide further and additional answers when required by the Department.
3. Deliver the withheld amount or other property to the aforementioned county clerk at the expiration of the 20 day answer period.

You may charge a processing fee not to exceed \$10.00 for the first deduction and \$1.00 for each future deduction.

The state guarantees that it will defend you and hold you harmless if you deliver money or property to the appropriate Clerk of the Court per this order.

Make all payments payable to \_\_\_\_\_ County Clerk. Mail payments to: \_\_\_\_\_ County Clerk, at Address, City, State Zip.

YOU MUST ANSWER THIS ORDER WHETHER OR NOT YOU HAVE WITHHELD PROPERTIES DUE THIS PERSON PER RCW 9.94A.7607. IF YOU FAIL TO WITHHOLD AND DELIVER MONEY OR PROPERTY UNDER THIS ORDER, YOU WILL BE LIABLE FOR THE ENTIRE AMOUNT OF THE COURT ORDERED LEGAL FINANCIAL OBLIGATION, OR THE AMOUNT THAT SHOULD HAVE BEEN WITHHELD, WHICHEVER AMOUNT IS LESS, TOGETHER WITH COSTS, INTEREST, AND REASONABLE ATTORNEY'S FEES.

Authorized Department representative

Signature

Date

Office

Address

City, State Zip

Phone number

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Case manager (for service upon the employer)  
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