



ORDER TO WITHHOLD AND DELIVER-EMPLOYER

TO:

 Employer

 Address

 City, State, Zip

RE:

 Debtor name

 DOC number

 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.

Debtor name owes a court-ordered legal financial obligation debt in the amount of \$_____ payable to the _____ county clerk. The law requires that if you owe the debtor any money, you must withhold 25% of the debtor's disposable monies and continue to withhold on each future payment date until \$0.00 has been withheld and delivered to the aforementioned county clerk.

"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.

75% of the debtor's disposable earnings are exempt from this order, whether the debtor is paid weekly, monthly, or otherwise.

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 field office listed below.
2. Provide further and additional answers when required by the Department.
3. Immediately begin to withhold and remit the withheld amount to the aforementioned county clerk at the expiration of the 20 day answer period.
4. Continue to withhold earnings payable to the offender at each succeeding disbursement interval and deliver amounts withheld from earnings to the aforementioned county clerk within 10 days of the date earnings are payable to the debtor.
5. Inform the Department of the dates the amounts were withheld.
6. Furnish the aforementioned county clerk with a good and sufficient bond, satisfactory to the clerk, conditional upon final determination of liability.

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)
COPY - Case manager (for forwarding to the individual under the Department's jurisdiction), Field file