

Income Withholding: Request for Review of the Additional Amount

Key Points for Trainer to Know and to Tell Participants

- Resources to help you with the income withholding process are on ERS at [Income Withholding](#).
- From that page, you can find the full income withholding process summarized on pages 3 - 5 of [Income Withholding: Quick-Reference Charts](#).
- In that summary, request for review of the additional amount shows up at box 16 (page 5).
- Explanation of what the additional amount is all about is on page 8 of [Income Withholding: Quick-Reference Charts](#).
- The steps for dealing with a request for review are all listed on pages 9 and 10 of [Income Withholding: Quick-Reference Charts](#).
- Which one of those two pages you use for a specific review depends on which of two possible reasons the non-custodial parent has indicated as the basis of their request on the Request form they have to send in.
- The form, and all the others you use for the review process, is linked in the [Quick-Reference Charts](#). They're also on ERS at [Income Withholding](#) and [Forms](#) (under Income Withholding).
- One of the forms used is a calculation worksheet, and correctly completing that worksheet is the trickiest step in any review.
- Each of the two possible reasons for a request (self-support reserve and custody) has its own calculation worksheet. To help you figure out the worksheets and avoid common mistakes, each type of worksheet has a tip sheet. [As of now trainer needs to send them by email – I'll check on an OK to put them on ERS too.]
- The best way to get comfortable with the tricky parts of the worksheets is to go through them yourself.