



COMMONWEALTH OF MASSACHUSETTS GARNISHMENT DATA INPUT FORM

1) Department Authorizing Garnishment: Deutsche Bank

1a) Dept Org: OSC/1100

Employee Record: 345

2) Department Contact: 7878787878

(Name/Title of Person Filling Out Form)

3) Phone Number: 8879902420

4) Email Address: johndoe@gmail.com

5) Fax Number: 123456abcd

Please enter the required garnishment information using the garnishment order in the spaces provided below. The data entered on this form will be directly transferred into the Garnishment Panels in HR/CMS for payment.

6) Employee ID: 123344 **Employee Name:** John Doe

7) Garnish ID: 1253213 -----> *(Enter 01 if this is the employee's first garnishment, enter 02 if it is the employee's second garnishment and so on)*

8) Type: ☐ IRS Tax Levy* ☐ Federal Student Loans

☐ Child Support ☐ Recovery of Overpayment (DTA)

☐ DOR Tax Levy* ☐ Reimbursement of Medical Assistance (DMA) ☐ Spousal

☐ Support ☐ Court Ordered Employer Wage Garnishments *(Select the garnishment type based on the garnishment order)*

* For Tax Levies only – Attach a Completed Employee Exemption Statement

9) Court Name: aditya patkar court

(Enter the name of the court or legal entity that has jurisdiction over this garnishment)

10) Court Document ID's: 123123

(Enter any identifiers found on the garnishment order that further reference whom is being garnished. A case number, docket number or necessary tax identifying numbers are entered here)

11) Payee Name from Payee Table: Johnson smith

(As it appears on the Garnishment Payee Table in HR/CMS)

OR

☐ Add Payee to Garnishment Payee Table

(Garnishment Payee Request Form must be submitted if this option is checked off) (Enter either the name of the garnishment payee listed on the garnishment order or check off the "Add Payee to Garnishment Payee Table" box. The payee must be on the Garnishment Payee Table in order for the garnishment to be processed.)

12) Limit Amount (Optional): 5000

age 1 of 1 (If you have a garnishment with a total amount due, enter that total dollar amount for the garnishment here and once that amount is reached, the garnishment will stop)

13) Percent (For Student Loans): 20

(For Student Loan garnishments, enter the percent of disposable earnings indicated on garnishment order, in most cases it will be 10%. If the garnishment order does not indicate a percentage, but a flat amount, move on to the next step.)

14) Flat Amount: 300

(Enter the amount to be withheld from the employee's pay, based on the garnishment order.)

15) Frequency: ☐ Weekly ☐ Monthly (Garnishment Order must specify "monthly" frequency)

(Select the frequency of the deduction from the garnishment order. The system will automatically calculate the selected frequency into the appropriate biweekly payment)

16) Authorization Section

undersigned authorized signatory approving this input form certifies that this garnishment policies as set forth by the Office of the Comptroller's Payroll B validity of the information entered on this form and to initiate any corrections

of Department Authorized Signatory Date

Once completed and signed, send this form with a copy of the garnishment order to:

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For Comptroller's Use Only

Date

Deduction Code Entered Review