

### Employer's Withholding Order E-filing Request for Issuance

- ❖ This document MUST be filed as a separate LEAD document when e-filing
- ❖ Choose the Filing Code "Request for Issuance of" and add the type of issuance in the description field
- ❖ Select the type of issuance using the "Optional Services" section on the e-filing screen
- ❖ Select the issuance of "Order/Notice of Withholding" using the "Optional Services" section on the e-filing screen

Cause # \_\_\_\_\_ Date: \_\_\_\_\_

Style of Case: \_\_\_\_\_  
\_\_\_\_\_

Obligee (Payee): \_\_\_\_\_

Obligor (Payor): \_\_\_\_\_

Please provide the **Name & Address of the Payroll Office** for the employer:

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax : \_\_\_\_\_

**IF YOUR NAME OR ADDRESS HAS CHANGED  
PLEASE PROVIDE THE NEW INFORMATION BELOW**

Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Requested by: \_\_\_\_\_ Phone \_\_\_\_\_

Complete address: \_\_\_\_\_

Signature of Requesting Party: \_\_\_\_\_

**\*\*\*Check one of the options below for your preferred service method\*\*\***

- \_\_\_\_\_ First Class Mail
- \_\_\_\_\_ Fax
- \_\_\_\_\_ Certified Mail

For Office Use Only:

Certified Mail #: \_\_\_\_\_

Date Sent: \_\_\_\_\_