

IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT
IN AND FOR POLK COUNTY, FLORIDA

Petitioner/Obligee

Vs.

Case Number: _____
DRD Number: _____

Respondent/Obligor

NOTICE TO PAYOR

TO: All Present and Future Employers of: _____

AS REQUIRED BY CHAPTER 61, FLORIDA STATUTES, YOU ARE HEREBY NOTIFIED OF THE FOLLOWING:

1. You have been served with an Income Deduction Order for _____, the Obligor. This Notice must be implemented no later than the first payment date which occurs more than 14 days after you were served with the Notice.

2. Payments must be sent to:

**State Disbursement Unit
P.O. Box 8500
Tallahassee, FL 32314-8500.**

3. You are required to forward the amounts deducted to the depository in Paragraph 2 within two working days after each payment date, and at the same time forward to the depository a statement as to whether the amount deducted totally or partially satisfies the amount specified in the Income Deduction Order. For example: A child support order requires the Respondent to pay monthly. The employer distributes paychecks each week. The employer must therefore remit to the depository on a weekly pro-rata basis.

4. You must specify the dates for which the deductions have been made. For example, if the check covers a period of two weeks, please note the specific dates, such as November 1, 2007 through November 14, 2007.

5. If you fail to deduct the proper amount from the Obligor's income, you are liable for the amount you should have deducted, plus costs, interest and reasonable attorney's fees.

6. You may withhold and retain up to \$5.00 against the Obligor's income to reimburse you for administrative costs for the first deduction, and up to \$2.00 for each deduction thereafter.

7. You are required to deduct from any bonus, settlement, award or other single one-time payment the full amount of the arrears due or the remaining balance thereof and forward the payment to the depository.

8. The Income Deduction Order and this Notice are binding on you until further notice, or until you no longer provide income to the Obligor.

9. At no time may you stop the deduction solely upon the request of the Obligor.
10. When you no longer provide income to the Obligor, you shall notify the Depository at the address in Paragraph 16 below, and shall also provide the Obligor's last known address and the name and address of the Obligor's new payor, if known. If you violate this provision, you are subject to a civil penalty not to exceed \$250 for the first violation, or \$500 for any subsequent violation. Penalties shall be paid to the depository.
11. You shall not discharge, refuse to employ, or take disciplinary action against any person because of an Income Deduction Order. A violation of this provision subjects you to a civil penalty not to exceed \$250 for the first violation or \$500 for any subsequent violation. Penalties shall be paid to the depository.
12. The Obligor may bring a civil action in the courts of this state against you if you refuse to employ, discharge, or otherwise discipline him or her because of an Income Deduction Order. The Obligor is entitled to reinstatement, all wages and benefits lost, plus reasonable attorney fees and costs incurred.
13. The Income Deduction Order has priority over all other legal processes under state law pertaining to the same income. Payment as required by the Income Deduction Order is a complete defense by you against any claims of the Obligor or his/her creditors as to the sum paid.
14. If you receive Income Deduction Orders requiring that the income of two or more Obligors be deducted and sent to the same depository, you may combine the amounts that are to be paid to the depository in a single payment as long as you identify that portion of the payment attributable to each obligor.
15. If you receive more than one Income Deduction Order against the same Obligor, you shall contact the court for further instructions. Upon being so contacted, the court shall allocate amounts available for income deduction, giving priority to current child support obligations up to the limits imposed under s. 303(b) of the consumer Credit Protection Act, 15 U.S.C., s. 1673(b).
16. The address to which payments and notices are to be sent:

**State Disbursement Unit
P.O. Box 8500
Tallahassee, FL 32314-8500.**

BY ORDER OF THE COURT.

JUDGE