

## Income Withholding Orders (IWO) FAQ

- What happens if I begin a 2<sup>nd</sup> part-time job? Will money be taken from this paycheck as well?
  - Income withholding orders are an automated enforcement action. The system can auto-generate an IWO to your 2<sup>nd</sup> source of employment, and it will be for the full amount. Your investigator can request the IWO be amended if we are getting money from your primary source of income or they can terminate the IWO to your 2<sup>nd</sup> job.
- What if my primary employer is already covering the monthly obligation? Would money still need to come out of my income from my 2<sup>nd</sup> job?
  - You will need to notify your investigator that you have a 2<sup>nd</sup> job. They can submit a termination IWO to your 2<sup>nd</sup> employer, as long as the primary employer is covering the full monthly obligation.
- My support obligation has decreased, but the amount being withheld from my employer has not changed. Why didn't it decrease?
  - If there are arrears owing on the docket, the system automatically moved the difference between the higher support amount and the lower support amount to be collected on the arrears.
    - You can request an ordered on arrears amount to have arrears repaid. This can be done through an order of the courts, which your investigator can assist with preparing.
    - If the amount being collected on the arrears is more than the amount of current support, notify your investigator. They can have the IWO amended to collect the arrears at an amount less than the current support.
- I recently began a new job, and received a copy of the IWO that was sent to my employer, but money has not been withheld from my paycheck.
  - It can take a pay cycle or two for your employer to withhold the child support garnishment, depending on where in the pay cycle the IWO is received and whether or not they have to send it to a separate payroll company or service.
    - You must send in payments on your own to MiSDU until the IWO takes effect with your employer.
    - Payments can be made online at [www.misdu.com](http://www.misdu.com) or [www.govpaynow.net](http://www.govpaynow.net) (payment location code 8829) or you can locate payment locations such as CVS, 7 Eleven, Family Dollar through [www.paynearme.com](http://www.paynearme.com), Payments made out to MiSDU and including your docket number can also be mailed in to MiSDU, PO Box 30351, Lansing, MI 48909.
- I recently changed jobs, and the new employer is not withholding support.
  - Did you notify your investigator that you have a new employer? If not, you will need to notify your investigator of the new employer so that an IWO can be sent to the employer.
    - I already notified my investigator about my new employer, but the 1<sup>st</sup> paycheck did not have support withheld.
    - It is your responsibility to make payments on your own until the garnishment takes effect. Payments can be made online at [www.misdu.com](http://www.misdu.com) or [www.govpaynow.net](http://www.govpaynow.net) (payment location code 8829) or you can locate payment

locations such as CVS, 7 Eleven, Family Dollar through [www.paynearme.com](http://www.paynearme.com), Payments made out to MiSDU and including your docket number can also be mailed in to MiSDU, PO Box 30351, Lansing, MI 48909.

- I have already received a couple of checks and it still has not been withheld.
  - Continue making payments on your own, but reach out to your HR or payroll department to see if they have received the IWO, or contact your investigator to have them send another IWO.
- The other parent has a new employer, but has not reported the new source of income to the Friend of the Court (FOC). How can I get the new employer to submit payments on their behalf for support?
  - Notify your investigator of the potential employer for the payer of support, including the name of the business and address and phone number. They can submit an IWO to this employer.
- The payer changed jobs and an IWO has been submitted to the new employer, but I still have not received any payments. When will I begin getting payments?
  - IWO can take 4-6 weeks to take effect depending on several factors: where in the payroll cycle the IWO was received, how frequently the other party is paid – weekly, biweekly, bimonthly, monthly, and whether or not the employer must send the IWO off to a separate payroll company.
    - If it has already been 4-6 weeks since the IWO was sent to the new employer, you may contact your investigator to see if they have heard back from the potential employer.
- The other party has been laid off or terminated from their employer, and should be eligible for unemployment. What happens now?
  - Unemployment should result in an automated IWO if the other party resides in the State of Michigan. This can be delayed if their claim is being investigated, they have to submit verifications of job searches, awaiting documentation from their previous employer, or they have to register with MI Works.
  - If the other party lives out of state, please notify your investigator so that they can submit an IWO to the other states unemployment agency.