



DAVID TRANTHAM

DISTRICT CLERK

REQUEST FOR CLERK TO SEND EMPLOYER NOTICE OF INCOME WITHHOLDING ORDER

Case No./Cause No. _____

Employer's Information:

Name of Employer to
Receive Notice of Income
Withholding Order: _____

Employer's Address: _____

Date of the Income
Withholding Order you want
sent to Employer _____

Requestor's Information:

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Certified Payment ID:
(if applicable) _____

In order for the District Clerk's office to send Notice of an Income Withholding Order for any type of support to an employer, we must have the following: a copy of the signed Income Withholding Order on file and a payment of \$15.00. Personal checks are not accepted. Payments are to be made by cash, money order, or credit card (American Express, MasterCard, Visa and Discover). Credit card charges are subject to a 2.75% transaction fee of the total amount charged. If payment is made online at: <http://dentoncounty.com/payDC>, please provide the Certified Payment ID on this form. Failure to provide the information, or the fee, could cause delays in receiving child support. An Order Withholding will not be issued until funds are received by the District Clerk's office.