Administrative Levy

Appendix

Administrative Levy Notice to Financial Institution, Form 470-3189

Purpose	Use form 470-3189, *Administrative Levy Notice to Financial Institution*, to request the financial institution place a levy against the payor's assets.
Source	If a case qualifies for the administrative levy process, ICAR automatically enters a "Y" in the ADMIN LEVY (Y/N/H) field on the ASSET screen to generate the form.
Completion	ICAR generates this form to EPICS through a batch process.
	ICAR automatically enters the data into the form.
Distribution	Mail the form to the financial institution by first-class mail. The financial institution completes the *Administrative Levy Payment Coupon* and remits to the Collection Services Center (CSC) with the levy payment.
	NOTE: Do **not** file a copy of this form with the clerk of court until the payor or joint owner has requested a district court hearing. If the payor or joint owner request a district court hearing, file a redacted copy only.
Data	ICAR enters the following information:

- ♦ Payor's name.
- ♦ Payor's social security number.
- ♦ Date the form is mailed (mail date).
- ♦ Payor's financial account numbers.
- ♦ ICAR case numbers.
- ♦ Financial institution's name, address, and federal tax identification number (TIN).
- ♦ Unit's address and telephone number.
- ♦ Dollar amount of the levy (amount of support owed).

Title 11: Enforcement and Distribution
Chapter A: Administrative Levy Appendix
Revised May 28, 2021

Page 2
Administrative Levy Notice to Joint Owner
470-3207

Administrative Levy Notice to Joint Owner, Form 470-3207

Purpose
Use form 470-3207, *Administrative Levy Notice to Joint Owner*, to provide notice to the joint owner that the Unit is initiating an administrative levy action against the payor. This form also:

♦ States that an administrative levy notice has been sent to the financial institution.

♦ Instructs the joint owner on how to file an administrative challenge to the administrative levy action.

Source
ICAR automatically generates this form at EPICS through a batch process two working days after generating form 470-3189, *Administrative Levy Notice to Financial Institution*.

ICAR displays a "Y" in the NOTICE TO JOINT OWNER field on the ADMLEVY screen.

Completion
ICAR automatically enters the data into the form.

Distribution
Send the form to the joint owner by first-class mail.

NOTE: Do **not** send this form to the Clerk of Court. ICAR generates a redacted version of this form; 470-3207CC, which is automatically saved to PODS. The redacted version, 470-3207CC, should be filed with the clerk of court, and only if a payor or joint owner request a district court hearing. **No forms are sent to the clerk of court unless a payor or joint owner request a district court hearing.**

Data
ICAR enters the following information:

♦ Worker's name.
♦ Date the form is mailed (mail date).
♦ ICAR case numbers.
♦ Joint owner's name and address.
♦ Unit's address and telephone number.
♦ Payor's name.
♦ Financial institution's name and address.
♦ Dollar amount of the levy (amount of support owed).

[Administrative Levy Notice to Joint Owner Clerk of Court Copy, Form 470-3207CC](#)

Purpose	Use form 470-3207CC, *Administrative Levy Notice to Joint Owner Clerk of Court Copy*, to provide to the clerk of court for filing in the payor's court file. Confidential information is removed from this form to prevent it from becoming part of the public record.
Source	ICAR automatically generates this form along with form 470-3207, *Administrative Levy Notice to Joint Owner*.
Completion	ICAR automatically enters the data into the form.
Distribution	ICAR generates one copy of this form for **each** court order on each of the payor's cases subject to the administrative levy. If the payor or joint owner request a district court hearing, send this form to the clerk of court in **each** county in which the district court hearing is requested. No return copy is required.

NOTE: Do **not** send this form to the Clerk of Court unless the payor or joint owner request a district court hearing.

Data   ICAR enters the following information:

- ♦ Worker's name.
- ♦ Date the form is mailed (mail date).
- ♦ ICAR case numbers.
- ♦ Joint owner's name.
- ♦ Unit's address and telephone number.
- ♦ Payor's name.
- ♦ Financial institution's name and address.
- ♦ Dollar amount of the levy (amount of support owed).

Title 11: Enforcement and Distribution
Chapter A: Administrative Levy Appendix
Revised May 28, 2021

Page 4
Administrative Levy Notice to Obligor
470-3188

Administrative Levy Notice to Obligor, Form 470-3188

Purpose   Use form 470-3188, *Administrative Levy Notice to Obligor*, to provide notice to the payor that the Unit is initiating an administrative levy action. This form also:

- ♦ States that an administrative levy notice has been sent to the financial institution.

- ♦ Instructs the payor on how to file an administrative challenge to the levy action.

- ♦ Provides a conference request form for the payor to *Pay All Past Due Support/Request for Conference Administrative Levy*.

Source   ICAR automatically generates this form to EPICS through a batch process two working days after generating form 470-3189, *Administrative Levy Notice to Financial Institution*.

ICAR displays a "Y" in the LEVY NOTICE TO OBLIGOR field and the mail date in the corresponding PROOF OF SERVICE SENT field on the ADMLEVY screen.

Completion   ICAR automatically enters the data into the form.

Distribution   Send this form to the payor by first-class mail.

NOTE: Do **not** send this form to the Clerk of Court. ICAR generates a redacted version of this form; #470-3188CC, which is automatically saved to PODS. The redacted version, 470-3188CC, should be filed with the clerk of court, and only if a payor or joint owner request a district court hearing. **No forms are sent to the clerk of court unless a payor or joint owner request a district court hearing.**

Data   ICAR enters the following information:

- ♦ Worker's name.
- ♦ Date the form is mailed (mail date).
- ♦ ICAR case numbers.
- ♦ Payor's name and address.
- ♦ Unit's address, telephone number, and fax number.
- ♦ Financial institution's name and address.
- ♦ Dollar amount of the levy (amount of support owed).

[Administrative Levy Notice to Obligor Clerk of Court Copy, Form 470-3188CC](#)

Purpose   Use form 470-3188CC, *Administrative Levy Notice to Obligor Clerk of Court Copy*, to provide to the clerk of court for filing in the payor's court file. Confidential information is removed from this form to prevent it from becoming part of the public record.

Source   ICAR automatically generates this form along with form 470-3188, *Administrative Levy Notice to Obligor*.

Completion   ICAR automatically enters the data into the form.

Distribution   ICAR generates one copy of this form for **each** court order on each of the payor's cases subject to the administrative levy. If the payor or joint owner request a district court hearing, send this form to the clerk of court in **each** county in which the district court hearing is requested.

                      NOTE: Do **not** send this form to the Clerk of Court unless the payor or joint owner request a district court hearing.

Data   ICAR enters the following information:

                      ♦ Worker's name.
                      ♦ Date the form is mailed (mail date).
                      ♦ ICAR case numbers.
                      ♦ Payor's name.
                      ♦ Unit's address and telephone number.
                      ♦ Financial institution's name and address.
                      ♦ Dollar amount of the levy (amount of support owed).

Title 11: Enforcement and Distribution
Chapter A: Administrative Levy Appendix
Revised May 28, 2021

Page 6
Asset Verification Request
470/3170

Asset Verification Request, Form 470/3170

Purpose
Use form 470-3170, *Asset Verification Request*, to request verification of the payor's asset information from the financial institution.

Source
Generate the form by entering either a "Y" or "R" in the VERIFICATION LETTER SENT field on the ASSET screen.

ICAR generates this form through a batch process; the form is mailed directly from central office. ICAR combines verification requests for more than one payor at the same financial institution into one form.

Completion
Complete this form before initiating the administrative levy process when the assets are unknown or during the administrative levy process when further verification of the assets is required.

ICAR automatically enters the data into the form. The financial institution completes the form and returns the form to EPICS.

Distribution
Central office sends the form to the financial institution by first-class mail.

Data
ICAR enters the following information:

- Date generated (current date).
- Financial institution's name and address.
- EPICS' address and telephone number.
- Financial institution's federal tax identification number.
- Payor's name, SSN, and ICAR case numbers.
- Payor's financial account numbers.

[Proof of Service of Administrative Levy, Form 470-3190](#)

Purpose   Use form 470-3190, *Proof of Service of Administrative Levy*, to document that the Unit served the administrative levy notices to the identified parties. This form:

- Lists the names of the parties to whom the administrative levy notices were sent.

- Lists the name and address of the financial institution subject to the administrative levy.

- Documents the date each respective notice was served.

Source   ICAR automatically generates this form along with form 470-3188, *Administrative Levy Notice to Obligor*, to EPICS through a batch process.

Completion   ICAR automatically enters the data into the form. Sign the form prior to sending it to the clerk of court.

Distribution   ICAR generates this form for **each** court order on each of the payor's cases subject to the administrative levy. If the payor or joint owner request a district hearing, sign form and send it to the appropriate clerk of court.

                         NOTE: Copies are not filed with the clerk of court for only an administrative challenge. Do not send copies to the clerks of court unless the payor or joint owner request a district court hearing.

Data   ICAR enters the following information:

- Court order county name.

- Petitioner's name.

- Respondent's name.

- Court order number.

- Day, month, and year form 470-3189, *Administrative Levy Notice to Financial Institution*, was served upon the financial institution.

- Day, month, and year form 470-3188, *Administrative Levy Notice to Obligor*, was served upon the payor.

- Day, month and year form 470-3207, *Administrative Levy Notice to Joint Owner*, was served upon the joint owner (if applicable).

- ♦ Payor's name.
- ♦ Joint owner's names, if applicable.
- ♦ Financial institution's name and address.
- ♦ ICAR case numbers.
- ♦ Worker's name.
- ♦ Worker's personal identification number (PIN).
- ♦ Unit's address and telephone number.
- ♦ Date generated (current date).

Notice of Challenge to Administrative Levy, 470-3338

Purpose   Use form 470-3338, *Notice of Challenge to Administrative Levy*, to inform the financial institution that the payor or joint owner filed a challenge to the administrative levy action. This form instructs the financial institution to continue to encumber the payor's assets and to take no further action until further notice from the Unit.

Source   Generate this form by entering the following on the ADMLEVY screen:

♦ The date you receive the challenge in the CHALLENGE FILED DATE field.

♦ "ADM" in the TYPE field.

Completion   Complete this form when you receive an administrative challenge to the administrative levy action.

ICAR automatically enters the data into the form.

Distribution   Send the form to the financial institution by first-class mail or fax.

Data   ICAR enters the following information:

♦ ICAR case numbers.
♦ Date generated (current date).
♦ Financial institution's name and address.
♦ Unit's address.
♦ Payor's name.
♦ Payor's social security number.
♦ Worker's name and telephone number.

[Notice of Decision Regarding Administrative Levy Challenge, Form 470-3208](#)

Purpose   Use form 470-3208, *Notice of Decision Regarding Administrative Levy Challenge*, to inform the respective parties of the outcome of the administrative levy challenge or district court challenge. This form:

◆   States the basis for the challenge.

◆   Gives the decision of the administrative review of the facts, or of the district court hearing.

◆   Informs the payor and joint owner on how to file a district court challenge to the decision (if the decision is being returned on an administrative challenge).

Source   Generate this form by making one of the following entries on the ADMLEVY screen. Enter:

◆   The current date in the LEVY RELEASED DATE field, or

◆   An "R" (revise) or "U" (uphold) in the N.O.D. TO OBLIGOR & FI (R/U) field.

ICAR displays separate versions of this form (to the payor; the joint owner, if applicable; and the financial institution).

Completion   Complete this form either when the Unit reaches a decision regarding the administrative challenge or the district court reaches a decision regarding the district court challenge.

ICAR automatically enters the data into the form, except for the optional paragraphs regarding the decision, which you must enter.

Distribution   ICAR generates one copy of this form to each respective party (the payor, the joint owner, if applicable, and the financial institution).

◆   Send each form to the parties by first-class mail.

◆   Do not send copies to the clerk of court unless there is a request for a district court hearing.

NOTE: Do **not** send a copy to the financial institution when making a decision on an administrative challenge **until**:

◆   10 working days have passed since you generated the form, and

◆   The payor or joint owner has not filed a district court challenge.

Data   ICAR enters the following information (dependent upon whether you
                        are generating the form to the payor; joint owner, if applicable; or
                        financial institution):

♦   Date generated (current date).
♦   Payor's/joint owner's/financial institution's name and address.
♦   Unit's address and telephone number.
♦   Worker's name.
♦   ICAR case numbers.
♦   "Re:" (financial institution's name/payor's name).
♦   Payor's social security number.

You enter the following information:

♦   Basis for the challenge.
♦   Unit's or district court's decision regarding the challenge.