



Administrative Levy Notice to Obligor

CLERK OF COURT COPY

Date: _____
Worker: _____
Case#(s): _____

Ncp_Name

*
*
*

*Information redacted for confidentiality

_____ Child Support Recovery Unit

Tel. _____
Fax. _____

The Child Support Recovery Unit (the Unit) may collect past due support by seizing financial accounts. This action is called an administrative levy and we may take this action under the Iowa Code Chapter 252I and 42 U.S.C. 666(c)(1)(G)(ii). Your financial accounts are subject to seizure by administrative levy because you owe more than one month's worth of support.

The Unit believes you are an owner or joint owner of one or more accounts at:

The Unit told the financial institution to seize \$_____ OR 50% of the account balance(s), whichever is LESS.

The financial institution must seize the amount listed above from your account(s) and forward the seized money no sooner than 15 days and no later than 20 days from the date of the notice, to the Collection Services Center, PO Box 9125, Des Moines, IA 50306-9125.

NOTE: Iowa law allows the financial institution to charge a fee of up to \$10 to process an administrative levy. This fee is in addition to the amount of support you owe. Some financial institutions charge additional fees and the Unit has no control over those additional fees.

What can you do?

- To stop this levy: Pay the entire amount listed above within 10 working days from the date of this notice. Include page 2 of this notice with your payment of the full amount.
- To challenge this levy: A mistake of fact is the only reason to dismiss or modify the levy. (A mistake of fact includes, but is not limited to, a mistake in identity or a mistake in the amount of delinquent support due.) If you wish to challenge this levy, send a written challenge to request a conference and include your proof that a mistake has occurred. It must be received at the Child Support Recovery Unit within 10 working days from the date of this notice. If the Unit receives it after 10 working days from the date of this notice, it will be denied.
- You may also choose not to respond to this notice. If you do not wish to challenge the administrative levy, the financial institution must still hold the seized funds for a minimum of 15 days before the funds are sent to the Collection Services Center (CSC). When these seized funds are received at the CSC, they will be applied to your past due (delinquent) support on the case(s) listed above.



Administrative Levy
Pay All Past Due Support / Request Conference

Name: _____

Worker ID: _____

Case #(s): _____

To pay all past due support or to challenge the levy action and request a conference, mark your selection below, then sign and return this form within 10 WORKING DAYS from the date of this notice.

___ I want to pay the full amount of my past due support and stop the administrative levy at _____ . I am including the payment of \$_____.

___ I believe there has been a mistake of fact and I want to challenge the levy action. **I understand that I must also send proof of the mistake of fact when I send this request for conference.**

NOTE: Only a mistake of fact, including but not limited to, a mistake in identity or a mistake in the amount of delinquent support due is a reason to dismiss or modify the levy.

I want the conference to be held:

_____ By phone at (_____) _____

_____ In person

Days and times I am not available for a conference: _____

My employer's name, address, and phone number: _____

Signature

Date

The Unit will send you a letter or call you with the date and time of the conference. The conference day and time depends on the worker's availability. The Unit's office hours are 8:00 AM to 4:30 PM Central time, Monday through Friday (excluding State holidays).

Mail To: Child Support Recovery Unit

Or fax: _____

Policy Regarding Discrimination, Harassment, Affirmative Action and Equal Employment Opportunity

The Iowa Department of Human Services (DHS) policy on non-discrimination, harassment, affirmative action, and equal employment can be viewed on the DHS website at the bottom of the page at: dhs.iowa.gov.

