



Administrative Levy Notice to Financial Institution

And Notice of Right to Garnish Federal Benefits

Payor: _____

Acct. #(s): _____

Date: _____

SSN: _____

Case #(s): _____

Child Support Recovery Unit

{This Administrative Levy is a result of Multi-State Financial Data Match.}

The garnishment order was issued by the Child Support Recovery Unit within the Iowa Department of Human Services, pursuant to authority to attach or seize assets of noncustodial parents in financial institutions in the State of Iowa, 42 U.S.C., 666.

Accordingly, the garnishee is hereby notified that the procedures established under 31 CFR Part 212 for identifying and protecting Federal benefits deposited to accounts at financial institutions do not apply to this garnishment order.

The garnishee should comply with the terms of this order, including instructions for withholding and retaining any funds deposited to any account(s) covered by this order, pending further order of the Child Support Recovery Unit within the Iowa Department of Human Services.

Iowa Code Chapter 2521 permits the collection of delinquent child support through seizure of financial accounts held by a payor and any other party known to have an interest in these accounts. The types of accounts that can be levied include but are not limited to: demand deposit, time deposit, term deposit; checking, savings, bonds, compound accounts, money market, mutual funds, certificates of deposit, individual retirement account, Keoghs, 401ks, profit-sharing plans, pension plans, stocks.

The above-named payor is believed to have an interest in one or more accounts at your financial institution. Take the steps listed below.

1. **IMMEDIATELY SEIZE FUNDS in single-owner accounts and jointly-held accounts for the amount of \$_____ OR 50% of the account balance(s), whichever is LESS.**
 - a. Seize the funds in the accounts only on the day this notice is received. Do not exceed the amount requested in this levy notice. Deposits made after this levy notice is received should not be included in this administrative levy action.
 - b. HOLD THESE FUNDS FOR A MINIMUM OF 15 DAYS.
 - c. Your financial institution may charge a fee to the payor, not to exceed \$10 for processing this levy notice and for forwarding the money to the Collection Services Center. If the balance remaining in the payor's account(s) is insufficient to cover the fee, the fee may be deducted from the amount seized.

2. SEND PAYMENT NO SOONER THAN 15 DAYS AND NO LATER THAN 20 DAYS after receipt of this notice (unless notified by the Child Support Recovery Unit of a challenge to this action), forward the seized funds in the enclosed envelope, with the attached ADMINISTRATIVE LEVY PAYMENT COUPON, to:

Collection Services Center
 ATTENTION: ADMINISTRATIVE LEVY PAYMENT
 PO Box 9125
 Des Moines, IA 50306-9125

If you have questions about this notice, contact _____, _____.

If the account holder or joint owner has questions about this levy action, they may contact:

_____.

The Child Support Recovery Unit will send a levy notice to the payor within two working days of this notice pursuant to Iowa Code 2521.6.

<p>SUBMIT THIS COUPON WITH THE LEVY PAYMENT. (THE INFORMATION ON THIS COUPON IS REQUIRED FOR PAYMENT PROCESSING.)</p>
<p>Iowa Department of Human Services ADMINISTRATIVE LEVY PAYMENT COUPON</p>
<p>Payor: _____ Payor SSN: _____ Support Owed: _____</p> <p>Case #(s): _____ _____ _____</p>
<p>_____ Tin: _____ _____ _____ _____</p> <p>Amount of levy payment submitted with this coupon \$ _____</p>