



Administrative Levy Notice to Joint Owner

Date: _____

Worker: _____

Case #(s): _____

Child Support Recovery Unit

Tel. _____

Fax. _____

The Child Support Recovery Unit (the Unit) may collect past due support by seizing financial accounts where the payor is named as an owner or joint owner. 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).

The Unit believes you jointly hold one or more accounts with the payor, _____, at the following financial institution:

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 the payor owes. Some financial institutions charge additional fees and the Unit has no control over those additional fees.

If you want to challenge the action, mail a written challenge to the Unit at the address printed at the top of this form. It must be received at the 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.

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.
