

C H E C K L I S T

FOR THE SELF-REPRESENTED LITIGANT

PLEASE READ CAREFULLY BEFORE PROCEEDING

Pursuant to federal law, Florida is transitioning from its use of the Income Deduction Order to the **Income Withholding for Support Order**. The new withholding order became effective as of May 31, 2012. This is primarily a change in the format of the order. The purpose and effect of the withholding order is the same as the Income Deduction Order. Both orders are intended to facilitate the immediate withholding of child support from an Obligor's wages or other financial expectancy.

Instructions on how to complete the new Income Withholding Order is attached. In addition to the Income Withholding Order and the final judgment, the Florida must also be served on the Obligor's employer or other payor. (At present, the Florida Addendum is necessary because Florida law requires that payor be provided certain information that is not included in the federal form, and federal law prohibits the Income Withholding Order from being revised to include the additional information).

- **INSTRUCTIONS FOR INCOME WITHHOLDING FOR SUPPORT ORDER**
 - **INCOME WITHHOLDING FOR SUPPORT ORDER**
 - **FLORIDA ADDENDUM TO INCOME WITHHOLDING ORDER**
 - **NOTICE TO PAYOR**
 - **NOTICE OF FILING RETURN RECEIPT**

--- **Instructions for Income Withholding for Support**

- 12.996(a) **Income Withholding for Support Order (also referred to as OMB 0970-0154)** – to be used when the court has ordered that support be paid by the Obligor's payor through income deduction. *(This form may also be used to amend a previous Income Deduction Order).*
- 12.996(b) **Notice to Payor** – to be used when an Income Withholding Order/IDO has been entered by the Court which is to take effect immediately.
- 12.996(c) **Notice of Filing Return Receipt** – to be used when an Income Withholding Order is entered by the Court and a Notice to Payor form has been sent by certified mail to the obligor's payor. Upon receipt of the certified mail receipt, complete this form (attaching the original certified mail receipt), and file with the Clerk of Court (Family Law Division).
- 12.996(d) **Florida Addendum to Income Withholding Order** – to be used when the Court has ordered that support be paid by income deduction and an Income Withholding Order has been entered. This form must be added to the Income Withholding for Support Order to provide provisions required for income or payroll deduction order by Florida law.