

# REQUEST FOR NOTICE TO EMPLOYER OF INCOME WITHHOLDING

MAIL TO: CHRIS DANIEL, DISTRICT CLERK  
POST OFFICE BOX 4651  
HOUSTON, TEXAS 77210  
ATTENTION: WAGE ASSIGNMENT DEPARTMENT

OR FAX TO: 713-755-4359

- ❖ SUBMIT \$15 PER REQUEST (IF MULTIPLE ORDERS ARE INDICATED, A \$15 FEE WILL APPLY PER ORDER)
- ❖ WE ACCEPT PAYMENT BY CASHIER'S CHECK, MONEY ORDER, OR CREDIT CARD
- ❖ WE **DO NOT** ACCEPT COMPANY CHECKS OR PERSONAL CHECKS

HARRIS COUNTY CAUSE NUMBER: \_\_\_\_\_ IN THE \_\_\_\_\_ DISTRICT COURT

STYLE: \_\_\_\_\_ VS. \_\_\_\_\_

DATE WAGE WITHHOLDING ORDER SUBMITTED TO COURT OR SIGNED BY JUDGE: \_\_\_\_\_

*NOTICE: IF ORDER IS NOT SIGNED WITHIN 10 BUSINESS DAYS FROM THE DATE THIS REQUEST WAS PROCESSED,  
NOTICE WILL BE CANCELLED AND FUNDS REFUNDED TO THE APPLICANT OR NAME ON CREDIT CARD IF DIFFERENT.*

## SPECIFY ORDER TYPE

\_\_\_ CHILD SUPPORT    \_\_\_ SPOUSAL SUPPORT    \_\_\_ MEDICAL SUPPORT  
\_\_\_ ATTORNEY FEES    \_\_\_ TERMINATION OF GARNISHMENT

## NOTICE OF ASSIGNMENT INFORMATION

EMPLOYEE NAME: \_\_\_\_\_  
(OBLIGOR'S NAME)

COMPANY'S NAME: \_\_\_\_\_

COMPANY PAYROLL OR HUMAN RESOURCE DEPARTMENT MAILING ADDRESS:

ATTN: \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

.....  
APPLICANT'S NAME: \_\_\_\_\_ SBN/LFI# \_\_\_\_\_

TELEPHONE NUMBER (S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**\*\*\*\*\* EFILE Users: DO NOT include credit card information on this form. \*\*\*\*\***  
**\*\*\*\*\* Payment will be processed via online provider. \*\*\*\*\***

## ALL OTHERS PLEASE COMPLETE THE FOLLOWING IF PAYING BY CREDIT CARD\*:

NAME PRINTED ON CARD: \_\_\_\_\_ CARD TYPE: Visa /MasterCard /AMEX /Discover  
(Circle One)

CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

BILLING ADDRESS (If different from Applicant's) \_\_\_\_\_

BILLING PHONE (If different from Applicant's) \_\_\_\_\_

CARDHOLDER SIGNATURE: \_\_\_\_\_

\* 4% Convenience fee of total cost will be applied if received by mail or fax.