

ADMINISTRATIVE WAGE GARNISHMENT

Notice to Federal Agencies:

In addition to this coversheet, this Administrative Wage Garnishment package includes:

- SF-329A** Letter to Employer & Important Notice to
- SF-329B** Employer Wage Garnishment Order
- SF-329C** Wage Garnishment Worksheet
- SF-329D** Employer Certification

***Complete instructions to Federal Agencies preparing
Administrative Wage Garnishment Form SF-329
may be obtained from the Financial Management Service's
web site at: <http://www.fms.treas.gov/debt/awg.html#forms>,
or by calling the Financial Management Service at (202)
874-0540.***

Brief Instructions:

The Federal Agency issuing the Wage Garnishment Order is referred to as the "Creditor Agency." The Creditor Agency must complete this Administrative Wage Garnishment form and mail all parts (SF-329A, SF-329B, SF-329C, and SF-329D) of the form to the employer of the individual who owes a delinquent debt to the Federal Government. However, failure to include all parts of the form (other than the Wage Garnishment Order, SF-329B) will not invalidate the wage garnishment order. The individual who owes a delinquent debt to the Federal Government is referred to as the "employee" or the "debtor."

Letter to Employer and Important Notice to Employer (SF-329A): The Creditor Agency is not required to insert any information on the Letter to the Employer & Important Notice to the Employer. The Creditor Agency must include this Letter as part of the Administrative Wage Garnishment Form mailed to employers when issuing a wage garnishment order.

(see reverse for additional information)

ADMINISTRATIVE WAGE GARNISHMENT

Notice to Federal Agencies (cont.):

Brief Instructions (cont.):

Wage Garnishment Order (SF-329B): This Wage Garnishment Order is to be completed by the Federal Agency issuing the Wage Garnishment Order, and must be included as part of the form mailed to employers.

Section 2. Wage Garnishment Amount: If the agency and the debtor have agreed to an exact dollar amount to be deducted from the debtors's wages, insert the dollar amount in section 2(a). If section 2(a) is completed, the agency should skip section 2(b) and proceed to *Creditor Agency Certification*.

If section 2(a) is not completed, the agency must complete section 2(b)(1). Insert the percentage of the debtor's disposable pay that the employer is ordered to deduct. **The percentage will be 15% unless the agency either agrees to a lower percentage or is ordered by a hearing official to accept a lower percentage, e.g. 10%.**

Creditor Agency Certification: The head of the agency, or his or her delegatee, must sign the Wage Garnishment Order. In addition, the signatory's printed name and title should be printed or typed where indicated.

Wage Garnishment Worksheet (SF-329C): The Creditor Agency is not required to insert any information on the Wage Garnishment Worksheet. The Creditor Agency must include this blank Wage Garnishment Worksheet as part of the Administrative Wage Garnishment form mailed to employers when issuing a wage garnishment order.

Employer Certification (SF-329D): The Creditor Agency must complete the top part of the Employer Certification where indicated, and include the Employer Certification as part of the Administrative Wage Garnishment form mailed to employers. Employers are required to complete the form and return it to the creditor agency within 20 days of receipt.