

# e-File Request Issuance to Employer of WRIT OF WAGE WITHHOLDING

- ❖ This document **MUST** be filed as a separate LEAD document when e-filing.
- ❖ Choose the **filing code** "Request" and add "Writ of Wage Withholding to Employer" in the description field.
- ❖ Select the issuance of "**Writ of Withholding (\$15.00)**" using the *Optional Services* section on the e-filing screen.

Cause No. \_\_\_\_\_ Date of Order to be Sent to Employer: \_\_\_\_\_

Style of Case: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Payroll Clerk Name: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Employer Email: \_\_\_\_\_

***If your name or address has changed, please provide the new information below.***

Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Information furnished by:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

**SIGNATURE REQUIRED:**

\_\_\_\_\_  
*Attorney*

\_\_\_\_\_  
*Applicant*

DATE SIGNED: \_\_\_\_\_