



Commonwealth of Massachusetts

GARNISHMENT DATA INPUT

Department Authorizing Garnishment		
Department Organization Number i.e CTR/1100	Employee Number	
Email Address	Phone Number	Fax Number
Please enter the required garnishment information using the garnishment order in the spaces provided below. The data entered on this form will be directly transferred into the Garnishment Panels in HR/CMS for payment.		
Employee Name		Employee ID
Garnish ID Enter 01 if this is the employee's first garnishment, enter 02 if it is the employee's second garnishment and so on.		
Type Select the garnishment type based on the garnishment order. *For Tax Levies only – Attach a Completed Employee Exemption Statement.		
IRS Tax Levy* Child Support DOR Tax Levy* Spousal Support	Federal Student Loans Recovery of Overpayment (DTA) Reimbursement of Medical Assistance (DMA) Court Ordered Employer Wage Garnishments	
Court Name Enter the name of the court or legal entity that has jurisdiction over this garnishment		
Court Document IDs Enter any identifiers found on the garnishment order that further reference whom is being garnished. A case number, docket number or necessary tax identifying numbers are entered here.		
Payee Name from Payee Table As it appears on the Garnishment Payee Table in HR/CMS		
OR Add Payee to Garnishment Payee Table (Garnishment Payee Request Form must be submitted if this option is checked off) (Enter either the name of the garnishment payee listed on the garnishment order or check off the "Add Payee to Garnishment Payee Table" box. The payee must be on the Garnishment Payee Table in order for the garnishment to be processed.)		
Limit Amount Optional If you have a garnishment with a total amount due, enter that total dollar amount for the garnishment here and once that amount is reached, the garnishment will stop.		

Once completed and signed, email this form with a copy of the garnishment order to Silas.Shah@mass.gov.



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Percent – For Student Loans For Student Loan garnishments, enter the percent of disposable earnings indicated on garnishment order, in most cases it will be 10%. If the garnishment order does not indicate a percentage, but a flat amount, move on to the next step.	
Flat Amount Enter the amount to be withheld from the employee's pay, based on the garnishment order.	
Frequency Select the frequency of the deduction from the garnishment order. The system will automatically calculate the selected frequency into the appropriate biweekly payment <p style="text-align: center;">Weekly Monthly Garnishment Order must specify "monthly" frequency</p>	
Authorization Section	
Print Name Department Authorized Signatory	Title Department Authorized Signatory
The undersigned authorized signatory approving this input form certifies that this form and any attachments are accurate and complete and comply with all applicable garnishment policies as set forth by the Office of the Comptroller's Payroll Expenditure Policy Manual. The signatory authority agrees to take responsibility for the validity of the information entered on this form and to initiate any corrections to this information by contacting the Comptroller's Payroll Garnishment Unit.	
Signature Department Authorized Signatory	Date

For Office of the Comptroller Use Only	
Date Input Form was Received by Office of the Comptroller	
Date Input Form was Entered into HR/CMS	
Name of Person Entering Data	
General Deduction Code Entered	Reviewed by