

Custom Payroll Services, Inc.  
311 International Circle, Suite 140  
Hunt Valley, MD 21030  
V: 410-229-0000 F: 410-229-0177

## Agency

*When you receive a garnishment notice from a division of the government or a garnishing agency, and you would like CPS to issue an agency check, please fill out this form and fax to Custom Payroll Services. **We do not need the original document.** If you are a PC client, please use your Child Support or Garnishment Deduction code to apply the deduction to the employee. When you transmit your payroll we will set up the agency check & apply it to the employee.*

*Please be sure to fax this to CPS at least 2 hours prior to transmitting your payroll to be sure that the agency will be set up in time for processing.*

### **GARNISHMENT DEDUCTION AND AGENCY CHECK TO BE ADDED**

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

Company ID: \_\_\_\_\_

Date: \_\_\_\_\_

Child Support or Garnishment Code: \_\_\_\_\_

Agency ID: \_\_\_\_\_ (Employee ID #)

Agency Payee: \_\_\_\_\_

Agency Address: \_\_\_\_\_

\_\_\_\_\_

Bank Acct No: \_\_\_\_\_ (if different from payroll account)

Case No: \_\_\_\_\_

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

Employee ID: \_\_\_\_\_

Date to print first check: \_\_\_\_\_

**This Form May Be Reproduced**