

Employer Guide for Processing Income Withholding Orders

The Income Withholding Order (IWO) is a court order that directs employers to withhold child support payments from the wage of a Parent Ordered to Pay Support (PPS).

Step 1

Within 20 calendar days, provide a copy of the IWO and a blank Request for Hearing Regarding Earnings Assignment with information and instruction sheet (Form FL-450) to the employee.

Step 2

Begin withholding the amount specified on the order no later than the first pay period occurring 10 days after receipt of the IWO.

Step 3

Remit the payment to the State Disbursement Unit (SDU) within 7 working days of the pay date/date of withholding. The employer may charge the employee an administrative fee of up to \$1.50 for each payment submitted.

California employers are required to submit payments electronically to the SDU. To enroll, go to [ExpertPay](#) and register using Legal Business Name, Federal Employer Identification Number (FEIN), and Payroll Address.

Electronic payment options include:

- Automated Clearing House (ACH) Debit, Credit Card, Venmo, Visa, MasterCard, Discover Credit Card, PayPal, Google Pay, and Apple Pay.
- [Electronic Funds Transfer](#)
- Out-of-state employers can mail checks to:
California State Disbursement Unit
P.O. Box 989067
West Sacramento, CA 95798-9067

IWOs can be received from:

- Local child support agency (LCSA)
- Out of State child support agency
- Private party, known as a Non-IV-D or a privately managed case

IWO may include a National Medical Support Notice (NSMN) instructing the employer to enroll dependents in:

- Medical
- Dental
- Vision Care
- Prescriptions
- Mental Health

For additional resources, visit the [Employer Resource Center](#), [Income Withholding Order](#) section.