

REQUEST FOR WAGE ASSIGNMENT

First Name _____ MI _____
Last Name _____
Previous Names (if any) _____
Date of Birth _____
Physical Address **List mailing address also if different than physical address**
Street Address _____
City, State Zip _____
Home Phone _____ Cell Phone _____
Probation/Parole Officer (if any) _____

EMPLOYER INFORMATION

Employer _____
Street Address _____
City, State Zip _____
Phone _____
Number of hours worked per week _____ How often paid? _____ Hourly wage \$ _____

Standard deduction is \$25 weekly, \$50 bi-weekly, and \$100 monthly and will not be filed for less without prior approval.

I am assigning wages at the rate of \$ _____ per pay period (check one) weekly bi-weekly semi-monthly monthly.

NO WAGE ASSIGNMENT IS TO BE CONSIDERED A CHANGE OF A PREVIOUS COURT ORDER. NO WAGE ASSIGNMENT WILL BE WRITTEN ON A BALANCE LESS THAN \$100. REDUCED PAYMENT REQUESTS (MINIMUM PAYMENT OF \$50 TOTAL MONTHLY) WILL ONLY BE GIVEN TO THOSE INDIVIDUALS WHO PROVIDE PROOF OF INCOME AND REQUIRED BILLS/SUPPORT ORDERS IN THEIR NAME.

SIGNATURE _____ **DATE** _____

NOTE: You need to contact Julie at the Lyon County Attorney's Office at (712) 472-8545 when:

- You change jobs, addresses, or don't see money coming out of your check(s)
- You receive a letter in the mail in regards to your tickets/fine from Lyon County (please have letter in hand when you call. We will need information from the letter in order to help you.)

Please be aware that even with a wage assignment, it is your responsibility to see that your court obligations are paid. Watch your paystubs. If deductions are not coming out of your paycheck within two pay periods after setting up a wage assignment, or the deductions stop, you must contact your payroll office to see why; then notify our office. If your wage assignment does not pay, you will become delinquent and will be subject to further action, such as suspension of driving or registration privileges, contempt hearing, garnishment, and/or levy of personal property.