

EMPLOYER ID: \_\_\_\_\_ FEIN: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
BUREAU FOR CHILD SUPPORT ENFORCEMENT  
P. O. BOX 247  
CHARLESTON, WV 25321-0247

PAY PERIOD FROM: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

TO: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PAYROLL FREQUENCY: \_\_\_\_\_

AMOUNT ENCLOSED: \_\_\_\_\_

CHECK NUMBER: \_\_\_\_\_

WAGE ASSIGNMENT TRANSMITTAL FORM  
PLEASE RETURN WITH REMITTANCE

| SOCIAL SECURITY NO. | EMPLOYEE | CASE NO. | AMOUNT WITHHELD | WITHHELD DATE |
|---------------------|----------|----------|-----------------|---------------|
| -----               | -----    | -----    | -----           | -----         |
| - -                 | _____    | _____    | _____           | / /           |
| - -                 | _____    | _____    | _____           | / /           |
| - -                 | _____    | _____    | _____           | / /           |
| - -                 | _____    | _____    | _____           | / /           |

This statement shows those obligors in your employ who are under a court ordered wage withholding. Please submit this form with your payment(s) listing the date(s) and amount(s) of each withholding beside the obligor's name. THE PAYMENT MUST BE PAID TO THE BUREAU FOR CHILD SUPPORT ENFORCEMENT, P.O. BOX 247, CHARLESTON, WV 25321-0247, THE SAME DAY SUCH PAYMENT IS PAID OR PAYABLE TO THE OBLIGOR/EMPLOYEE.

If employment is terminated, you are required by law to notify the Bureau For Child Support Enforcement, 350 Capitol Street, Room 147, Charleston, WV 25301 of the employee's termination date, last known address, and new employer, if known. (Telephone: 304-558-1134 or 1-800-835-4683)

If any of the above individuals have left your employment please complete the section below.

| SOCIAL SECURITY NO. | EMPLOYEE | NEW ADDRESS AND/OR EMPLOYER, IF KNOWN | DATE OF FINAL PAY |
|---------------------|----------|---------------------------------------|-------------------|
| -----               | -----    | -----                                 | -----             |
| - -                 | _____    | _____                                 | / /               |
| - -                 | _____    | _____                                 | / /               |
| - -                 | _____    | _____                                 | / /               |
| - -                 | _____    | _____                                 | / /               |

CONTACT:

Please check one:  PAYROLL CLERK  OWNER/OTHER

TELEPHONE: ( ) - \_\_\_\_\_