

# **e-Filing Request for Issuance for an ORDER WITHHOLDING TO EMPLOYER**

*Please use other request forms for all other types of issuances*

- ❖ This document **MUST** be filed as a separate LEAD document when e-filing.
- ❖ Choose the **filing code** "Request" and add "Order Withholding to Employer" in the description field.
- ❖ Select the issuance of "Order/Notice of Withholding (\$15.00)" using the *Optional Services* section on the e-filing screen.

Cause No. \_\_\_\_\_ Date of Order to be Sent to Employer \_\_\_\_\_

Style of Case: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IF YOUR NAME OR ADDRESS HAS CHANGED  
PLEASE PROVIDE THE NEW INFORMATION BELOW**

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

Complete Address: \_\_\_\_\_  
\_\_\_\_\_

Home/cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Information furnished by:**

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_