

Step 1: Provide the following debtor information

- 1 Debtor's name _____
- 2 Debtor's Social Security number _____
- 3 Debtor's present or last known address
 Street _____
 City _____ State _____ ZIP _____
- 4 Debtor's last known phone number (____) _____
- 5 Do you owe the debtor any funds? Yes No
- 6 Is this the last payment you will be sending us? Yes No
 If you answered "Yes," mark the box that best describes why this is your last payment.
 This is the last payment needed to fully pay the debtor's liability.
 As of ____/____/____, I no longer employ this debtor.
Month Day Year
 Other reason: _____
- 7 Financial institution where you made direct deposits for this debtor _____
- 8 Financial institution address
 Street _____
 City _____ State _____ ZIP _____
- 9 Debtor's new employer _____
- 10 New employer's phone number (____) _____
- 11 New employer's address
 Street _____
 City _____ State _____ ZIP _____
- 12 Information that may help us locate this debtor _____

Step 2: Answer the following interrogatories

- 13 Write the amount of court-ordered child support that is due each week. \$ _____
- 14 Figure the amount to withhold. See instructions.

	Column A Gross wages	Column B 15% of gross wages (Multiply Column A by 0.15)	Column C Total withheld (FICA, federal tax, and state tax)	Column D Disposable earnings (Column A minus Column C)	Column E 45 times minimum hourly wage	Column F Column D minus Column E	Column G Net amount due (Lesser of Columns B or F)	Column H Total amount due (Column G minus Line 13, no negative figures)
wk 1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
wk 2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
wk 3	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
wk 4	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
wk 5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
wk 6	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
wk 7	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
wk 8	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
wk 9	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
15	Add the figures in Column H. You must send us this amount. Make your remittance payable to "Illinois Department of Revenue."							\$ _____

Step 3: Sign below

The undersigned, under oath, states that the answers to the interrogatories are true, and a completed copy of the interrogatories has been hand-delivered or mailed first class to the address provided in Step 1 on ____/____/____.
Month Day Year

Signature of employer or employer's agent _____ (____) _____ Signed and sworn before me ____/____/____.
Phone Month Day Year

Mail to:

Signature of notary public _____

