

Custom Payroll Services, Inc.
311 International Circle, Suite 140
Hunt Valley, MD 21030
V: 410-229-0000 F: 410-229-0177

Agency

*When you receive a garnishment notice from a division of the government or a garnishing agency, and you would like CPS to issue an agency check, please fill out this form and fax to Custom Payroll Services. **We do not need the original document.** If you are a PC client, please use your Child Support or Garnishment Deduction code to apply the deduction to the employee. When you transmit your payroll we will set up the agency check & apply it to the employee.*

Please be sure to fax this to CPS at least 2 hours prior to transmitting your payroll to be sure that the agency will be set up in time for processing.

GARNISHMENT DEDUCTION AND AGENCY CHECK TO BE ADDED

Company Name: _____

Company ID: _____

Date: _____

Child Support or Garnishment Code: _____

Agency ID: _____ (Employee ID #)

Agency Payee: _____

Agency Address: _____

Bank Acct No: _____ (if different from payroll account)

Case No: _____

Employee Name: _____

Employee ID: _____

Date to print first check: _____

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