

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 4230-2</b>
<b>SUBJECT:</b>  <b>GARNISHMENT/INCOME WITHHOLDING/TAX LEVY FEES</b>	<b>DATE OF ISSUE: 07/18/96</b> <hr/> <b>REVISIONS: 11/08/02; 06/07/06; 03/01/12</b> <hr/> <b>PREPARING OFFICE: BUSINESS SERVICES</b>

**I. PURPOSE:**

To establish the fee schedule for handling garnishments, withholding orders, and tax levies.

**II. PERSONNEL AFFECTED:**

All district personnel

**III. PROCEDURES:**

The following fees will be deducted from district employee's paychecks to cover the costs of processing garnishments, income withholding, and student loan repayments:

	<b>First Paycheck (Set-Up)</b>	<b>Second and Following Paychecks</b>
<b>Garnishments</b>	<b>\$10.00</b>	<b>\$10.00</b>
<b>Income Withholding</b>	<b>\$ 5.00</b>	<b>\$ 5.00</b>
<b>Student Loan</b>	<b>\$ 6.50</b>	<b>\$ 6.50</b>