



**Notice to Employer re: Order for Income Deduction (Pen. Code, § 1202.42)**

1. You are required to deduct the amount specified in the *Order for Income Deduction* from the employee's income and to pay that amount to the clerk of the above entitled court or its agent.
2. The order is to be implemented no later than the first payment date that occurs more than 14 days after the date of service of the order.
3. *Within two days after each payment date*, forward the amount deducted and a statement about whether the amount totally or partially satisfies the periodic amount specified in the income deduction order.
4. If you fail to deduct the proper amount from the employee's income, you are liable for the amount you should have deducted, plus costs, interest, and reasonable attorney fees.
5. You may collect up to five dollars (\$5) against the employee's income to reimburse you for administrative costs for the first deduction and up to one dollar (\$1) for each deduction thereafter.
6. This order and notice are binding until further notice by the court or until you no longer provide income to the employee.
7. When you no longer provide income to the employee, you must notify the clerk of the above entitled court and provide the employee's last known address and the name and address of the employee's new employer, if known. If you violate this provision, you are subject to a civil penalty not to exceed two hundred fifty dollars (\$250) for the first violation or five hundred dollars (\$500) for any subsequent violation.
8. You must not discharge, refuse to employ, or take disciplinary action against the employee because of an income deduction order. If you violate this provision, you are subject to a civil penalty not to exceed two hundred fifty dollars (\$250) for the first violation or five hundred dollars (\$500) for any subsequent violation.
9. If you receive income deduction orders for two or more employees sent by the same court, you may combine the amounts that are to be paid in a single payment, but you must identify the portion of the payment that is attributable to each employee.
10. If you receive two or more income deduction orders against the same employee, you must contact the above entitled court for further instructions.