Child Support Withholding Notification for New Employees

Name:_____ **SS#** _____
First Middle Last

Department: _____

As a new employee and in accordance with a Virginia law (Section 60.2 – 114.1.) which went into effect July 1, 1993, you are required to notify your employer of any child support withholding order(s) which are currently in effect.

Are you currently under court order(s) to pay child support?

☐ Yes ☐ No

If so, a copy of your order is needed for processing. Please forward to Ms. Lyn Zacharias. She is located at the Western Government Center, 4301 E. Parham Road, Room 138, Henrico, VA 23228. Your order can be hand delivered or faxed by you or your Case Manager to Ms. Zacharias at (804) 501-5380. If you have any questions please call (804) 501-5584.

_____
Signature Date

Human Resources Department Use

_____
Signature Date

Revised 7-2016