

Funding Clients: How to Manage Processing Fees

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Adjustment Fees

Some jurisdictions allow companies to charge a fee for the processing of a garnishment (such as child support for example). These are generally low dollar adjustments (\$2.00 for example), and they may be either paid to an authority or collected by you, the employer managing the garnishment.

If the processing fee is being paid to an authority:

Select the adjustment of **GarnFee 1**, **GarnFee 2**, or **GarnFee 3** and associate the authority the fee is being paid to.

The screenshot shows the 'Adjustment - General' form with three tabs: '1 General', '2 Rules', and '3 Max/Min'. The 'Active' checkbox is checked. The 'Employer' dropdown menu is open, showing a search filter 'GarnFee' and a list of three options:

Adjustment	Category	Description
GarnFee1	Garnish	Process Fee for Garnishments
GarnFee2	Garnish	Process Fee for Garnishments
GarnFee3	Garnish	Process Fee for Garnishments

If the processing fee is being collected by you/the employer:

Select the adjustment of **ProcessFee**. Do not link an authority, instead the garnishment fee will simply be deducted from the employer's check.

The screenshot shows the 'Adjustment - General' form with three tabs: '1 General', '2 Rules', and '3 Max/Min'. The 'Active' checkbox is checked. The 'Employer' dropdown menu is open, showing a search filter 'proces' and a list of one option:

Adjustment	Category	Description
ProcessFee	AdjNet	PROCESSING FEE

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