

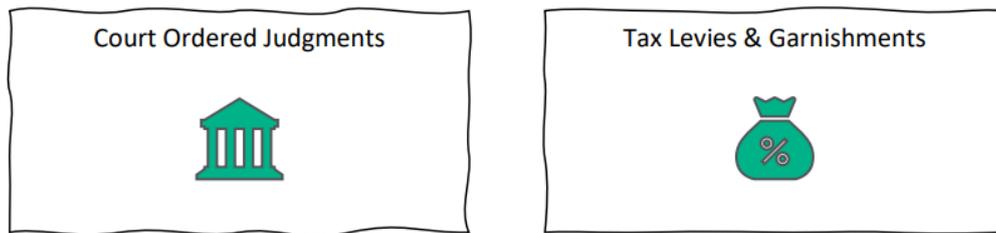
Garnishment Setup Services

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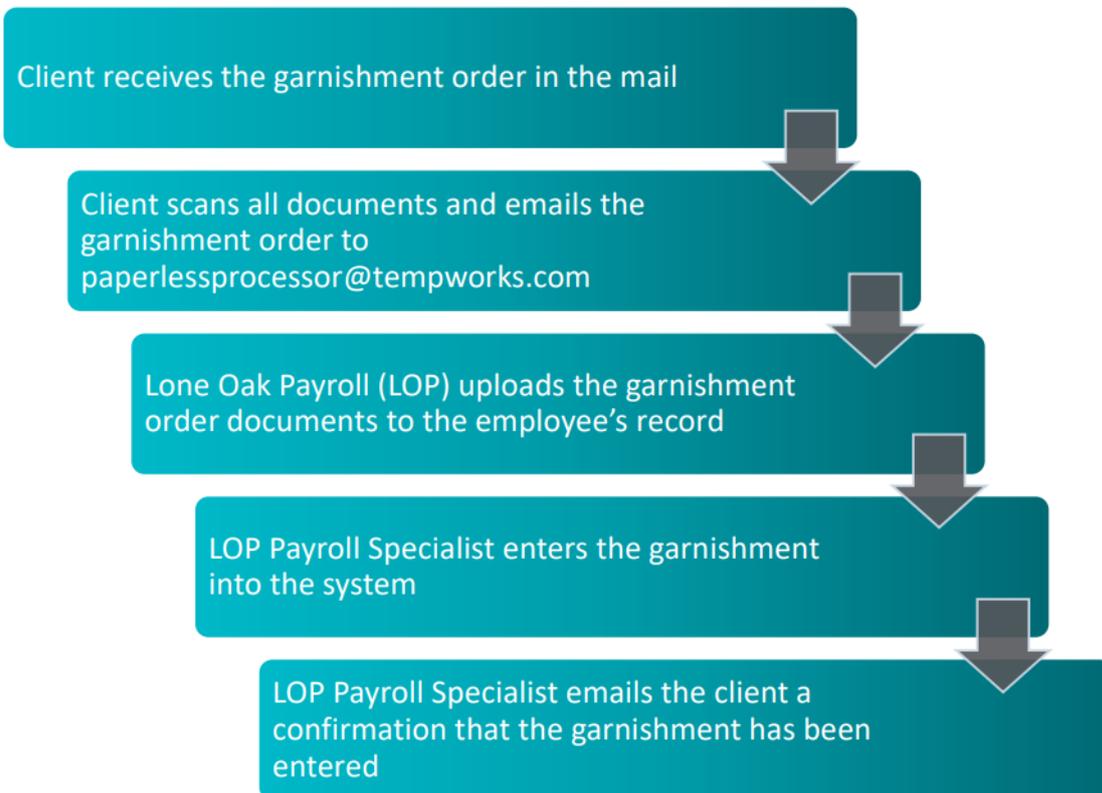
Overview

Save time and administrative burden by having our Lone Oak Payroll professionals manage garnishment entry and payments on your behalf.

WHAT TYPES OF GARNISHMENTS DO WE ENTER?



HOW DOES IT WORK?



THE TIMELINE

- Garnishments received by the end of day Thursday will be entered on Friday and processed through payroll for the first time the following week. Clients are billed for this service as part of their weekly wire statement summary or funding.
- After garnishments have been entered, our Banking Team calculates the total cost for the service to be included with the following week's financials.

OUR EXPECTATIONS

- LOP is not a Power of Attorney
- The service that is being offered is only for the data entry and processing of the garnishment order
- If the issuing authority is requesting any additional information, the client is responsible for collecting and responding to the authority
- If any issues arise or additional questions come from the authority, it is the client's responsibility to contact the authority
- Please note that 401K's, Medical Adjustments, Roth IRAs, Workers Compensation payments are not garnishments. The garnishment service does not include the entry or payment for any of the listed adjustments. The client is always responsible for payments for these.
- If an admin fee is required, the client is responsible for entering in this adjustment.

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