



GARNISHMENTS/ EMPLOYEE DEDUCTIONS

HR Generalist Overview

HR Central Operations Section

Garnishments/Employee Deductions

Primary Contact: Laurie Conaway

Office Phone: (512) 486-5373

Secured Fax Line: (512) 486-5466

Email: hrd_garnishments@txdot.gov

Mailing Address:

Texas Department of Transportation

Attn: HRD-Garnishments

125 E. 11th Street

Austin, Texas 78701

Secondary Contact: Trina Scott-Smith

Office Phone: (512) 416-4641

Email: hrd_garnishments@txdot.gov



How to Contact the Garnishment Section

To ensure the Garnishment Section receives all correspondence, the designated HR Representative, Payroll, employee or any outside entity may use the following sources to contact the Garnishment Section: email, fax, and/or First Class Mail.

1. Emails: hrd_garnishments@txdot.gov

2. Secured Fax: (512) 486-5466

or

3. Mailing Address:

Texas Department of Transportation

Attn: HRD-Garnishments

125 E. 11th Street

Austin, Texas 78701-2483

Definition—What is a Garnishment ?

- A wage garnishment is any legal or equitable procedure through which some portion of a person's earnings is required to be held by an employer for the payment of a debt. The amount of pay subject to garnishment is based on an employee's "disposable earnings."
- ❖ Garnishment Examples: Child/spousal support, student loan repayment, tax levy and bankruptcy, which are all mandated and served by State, County, Federal government, or other third-party administrator.

Definition—Garnishment Terminology

- Disposable Earnings: the amount left after legally required deductions are made. Such deductions include federal, state, and local taxes, the employee's share of State Unemployment Insurance, and Social Security. It also includes withholdings for employee retirement systems required by law.
 - ❖ Deductions not required by law are those for voluntary wage assignments, union dues, health and life insurance, contributions to charitable causes, purchases of savings bonds, retirement plan contributions (except those required by law), and payments to employers for payroll advances or purchases of merchandise—usually may not be subtracted from gross earnings when calculating disposable earnings under the Title III of the Consumer Credit Protection Act (CCPA).

Definition—What is a Garnishment?

- Employee Deductions are voluntary deductions that are elected by the employee themselves such as, but not limited to: Texas Public Employees Association (TPEA), Texas State Employees Union, State Employee Charitable Campaign (SECC) or Texas Tuition Promise Fund (TTPF).
 - ❖ Employees may cancel membership or participation at any time during the year and most employee deductions can be stopped by utilizing employee self-service. If employee self-service is not an option, please email hrd_garnishments@txdot.gov with your request to cancel membership and/or participation.
 - ❖ Even though one may cancel participation and/or change pledged donation amount for SECC or TTPF anytime during the year, enrollment is limited to its assigned Open Enrollment Period.

What is a Garnishment?

- From time to time, for various reasons, a *Hold Source Agency* will issue a “Hold” on an employee’s pay check. TxDOT cannot release the Hold. The employee must handle the Hold situation with the appropriate *Hold Source Agency*. Employees whose paycheck has been placed on Hold will be contacted by the Financial Management Division (FMD) with instructions.
- Any overpayments made by the employee due to a *Wage Withholding Order* must be handled by the employee with the appropriate entity that issued the *Wage Withholding Order*.

What does a Garnishment look Like—Child Support?

INCOME WITHHOLDING FOR SUPPORT

- ORIGINAL INCOME WITHHOLDING ORDER/NOTICE FOR SUPPORT (IWO)
 AMENDED IWO
 ONE-TIME ORDER /NOTICE FOR LUMP SUM PAYMENT
 TERMINATION of IWO

Date: _____

- Child Support Enforcement (CSE) Agency
 Court
 Attorney
 Private Individual/Entity (Check One)

NOTE: This IWO must be regular on its face. Under certain circumstances you must reject this IWO and return it to the sender (see IWO instructions www.scf.hhs.gov/programs/cs/wr/essource/income-withholding-for-support-instructions). If you receive this document from someone other than a state or tribal CSE agency or a Court, a copy of the underlying order must be attached.

State/Tribe/Territory Texas Remittance ID (include w/ payment) _____
 City/County/Dist./Tribe _____ Order ID _____
 Private Individual/Entity _____ CSE Agency Case ID _____

Employer /Income Withholder's Name _____ RE: Employee/Obligor's Name (Last, First, Middle) _____
 Employer /Income Withholder's Address _____ Employee/Obligor's Social Security Number _____
 _____ Custodial Party/Obligee's Name (Last, First, Middle) _____

Employer /Income Withholder's FEIN _____
 Child(ren)'s Name(s) (Last, First, Middle) _____ Child(ren)'s Birth Date(s) _____

ORDER INFORMATION: This document is based on the support or withholding order from _____ (State/Tribe). You are required by law to deduct these amounts from the employee/obligor's income until further notice.

| | | |
|------------------|-------------------|---|
| \$ _____ | Per _____ | current child support |
| \$ _____ | Per _____ | past-due child support - Arrears greater than 12 weeks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| \$ _____ | Per _____ | current cash medical support |
| \$ _____ | Per _____ | past-due cash medical support |
| \$ (leave blank) | Per (leave blank) | current spousal support |
| \$ (leave blank) | Per (leave blank) | past-due spousal support |
| \$ (leave blank) | Per (leave blank) | other (must specify) _____ |

for a Total Amount to Withhold of \$ _____ per _____.

AMOUNTS TO WITHHOLD: You do not have to vary your pay cycle to be in compliance with the Order Information. If your pay cycle does not match the ordered payment cycle, withhold one of the following amounts:
 \$ _____ per weekly pay period \$ _____ per semi-monthly pay period (twice a month)
 \$ _____ per bi-weekly pay period (every two weeks) \$ _____ per monthly pay period
 \$ _____ **Lump Sum Payment:** Do not stop any existing IWO unless you receive a termination order.

REMITTANCE INFORMATION: If the employee/obligor's principal place of employment is Texas, you must begin withholding no later than the first pay period that occurs ten (10) immediately days after the date of delivery. Send payment within ten working days of the pay date. If you cannot withhold the full amount of support for any or all orders for this employee/obligor, withhold up to 20% of disposable income. If the obligor is a non-employee, obtain withholding limits from Supplemental Information on page 3. If the employee/obligor's principal place of employment is not Texas, obtain withholding limitations, time requirements, and any allowable employer fees at www.scf.hhs.gov/programs/cs/wr/essource/state-income-withholding-contacts-and-program-information for the employee/obligor's principal place of employment.

Document Tracking Identifier _____
June 2015

OMB 0970-0154
Form 3N051

Cause Number: _____

IN THE MATTER OF THE MARRIAGE OF

Petitioner: _____
(Print first, middle and last name of the spouse filing for divorce)

In the _____
(Court Number)

And

District Court

Respondent: _____
(Print first, middle and last name of other spouse)

County Court at Law
_____ County, Texas

Final Decree of Divorce

A hearing took place on _____
Date

There was no jury. Neither the husband nor wife asked for a jury.

1. Appearances

Petitioner
 The Petitioner's name is: _____
 First Middle Last
 The Petitioner is the: (Check one box.) Husband. Wife.
 (Check one box.)
 The Petitioner was present, representing him/herself, and announced ready for trial.
 The Petitioner was present, representing him/herself, and agreed to the terms of this Final Decree of Divorce (called "Decree" throughout this document).
 The Petitioner was not present but has signed on page 8 agreeing to the terms of this Decree.

Respondent
 The Respondent's name is: _____
 First Middle Last
 The Respondent is the: (Check one box.) Husband. Wife.

\$151.62 on current support and
\$0.00 on the arrearage owed.

The Court **ORDERS** the employer to withhold the above amount until the first month following the date of the earliest occurrence of one of the events specified below:

- the youngest child reaches the age of eighteen years, provided that, if the child is fully enrolled in an accredited secondary school in a program leading toward a high school diploma or enrolled in courses for joint high school and junior college credit pursuant to Section 130.008 of the Texas Education Code, the periodic child support payments shall continue to be due and paid until the end of the month in which the child graduates from high school;
- both children marry;
- both children die;
- both children's disabilities are otherwise removed for general purposes;
- _____ and _____ remarry each other; or
- further order modifying this child support.

What does a Garnishment look Like—Child Support?

Child Support Orders are received by the following methods:

1. The Office of the Attorney General,
2. Employee, and/or
3. County District Court.

Important Facts:

- ❖ Before our office can process a child support order, the *Income Withholding for Support Order* or the *Final Decree of Divorce* must be certified with the appropriate State or Local entity. Any of the two above-mentioned legal documents must contain a Case Number and Cause Number. The employee and/or their attorney can register the Order with the appropriate State or Local Entity. Note: it is the employee's responsibility to notify the appropriate State's Office of the Attorney General with any change regarding their employer, termination and/or child(ren) status.
- ❖ Our office is notified to terminate wage withholdings, by the receipt of a "*Termination Withholding Order*" from the appropriate State or receipt of the employee's *Final Decree of Divorce*, which has been signed, sealed and dated by Judge. Without the receipt of the *Termination Withholding Order* or the *Final Decree of Divorce*, we would not have knowledge to legally terminate or reduce a wage withholding. If the employee submits to our attention the *Final Decree of Divorce* as a chosen method to terminate or reduce a wage withholding, our office would require the employee to provide the required documentation to support such action as listed in the *Final Decree of Divorce*. Note: any overpayments made by the employee must be handled with the appropriate entity who issued the *Wage Withholding Order*.

What does a Garnishment look Like—Lump Sum Vacation?

NOTICE OF INTENT TO DISTRIBUTE LUMP SUM PAYMENTS

An employer is required by state law to notify the Child Support Division of the Office of the Attorney General of Texas (Title IV-D agency) prior to issuing a lump-sum payment of \$500 or more to an employee who has a Title IV-D administrative writ of withholding order. Lump sum payment means income in the form of a bonus, an amount paid in lieu of vacation, or other leave time. It does not include an employee's usual earnings or an amount paid as severance pay on termination of employment. [Texas Family Code § 158.215]

The Notice of Intent to Distribute Lump Sum Payments allows an employer to submit lump sum notification to the Office of the Attorney General (OAG). Upon receipt of the notification, the OAG will respond to the employer within 10 days with written notification as to whether a lump sum should be withheld. If no response is received from the OAG, the employer may pay the lump-sum to the obligor on the 11th day after the employer notified the OAG of the intent to make a lump-sum payment.

To complete this form, please follow the steps below:

1. Complete all fields in the Employer information section of the form.
2. In the Employee Information section, provide as much information as is known. The full name of the employee and social security number are required.
3. Fax completed form to Office of the Attorney General, Special Collections Unit, (888) 272-5122

Employer Information

| | | |
|------------------------|------------------|----------|
| Employer Name | | FEIN # |
| Address Line 1 | | |
| Address Line 2 | | |
| City | State | Zip Code |
| Employer Contact Name: | Area Code () | Number |
| Email | Fax | |

Employee Information

| | | |
|---|-----|------------|
| Employee Full Name (and current address, if known) | SSN | OAG Case # |
| | | |

Lump Sum Vacation Payment

Once an employee terminates employment with TxDOT, our office will report that employee to the appropriate State's Office of the Attorney General and/or the appropriate entity that issued a *Wage Withholding Order* to determine if a final payment should be deducted from the Lump Sum Vacation Payroll.

The appropriate State's Office of the Attorney General **or** the appropriate entity that issued the *Wage Withholding Order*, upon their receipt of our notification, will inform us if we are to honor the *Wage Withholding Order* deduction from the Lump Sum Vacation Payroll.

What does a Garnishment look Like—Spousal Support?

Spousal Support Orders are received by the following methods:

1. The Office of the Attorney General
2. Employee, and/or
3. County District Court.

Important Facts:

- ❖ Before our office can process a Spousal Support Order via the *Final Decree of Divorce*, the *Final Decree of Divorce* must be signed, sealed and dated by Judge.
- ❖ The Order should include the following:
 1. Obligor
 2. Obligee
 3. Effective date
 4. Monthly amount to withhold, and
 5. Either the grand total amount to be paid by the Obligor or provide the number of monthly payments to be made to the Obligee.

What does a Garnishment look Like—Student Loan?

UNITED STATES GOVERNMENT WAGE GARNISHMENT ORDER (SF-329B)

If box is checked, this is an Amended Order. An Amended Order supersedes any prior orders issued by the Creditor Agency in connection with the employee named below.

| | | |
|--|--|--|
| 1. Date of this Order: April 11, 2016 | 2. Date Mailed to Employer: April 11, 2016 | 3. Creditor Agency Tracking No. (refer to this number in all correspondence): [REDACTED] |
| RE: | 4.a. Employee Name: [REDACTED] 4.b. Employee Alias Name: | 5. Employee Social Security No.: [REDACTED] |
| TO: | 6. Employer: TX DEPT OF TRANSPORTATION | 7. Employer Mailing Address: 125 E 11TH ST AUSTIN, TX 78701-0000 |
| FROM: | 8. Creditor Agency: U.S. Department of the Treasury, Acting On Behalf Of: Department of Defense Defense Finance and Accounting Service | 9. Creditor agency mailing address for correspondence: CBE Group, Inc. P.O. Box 2040 Waterloo, IA 50704 <i>(See Box #21 for the mailing address for check payments.)</i> |

What does a Garnishment look Like—Student Loan?

A Student Loan Repayment Request is received by the following methods:

1. United States Department of the Treasury (Federal Government)
2. United States Department of Education (Federal Government), or
3. Third Party Administrator (TPA).

Important Facts:

1. One of the above-mentioned entities will attempt to notify the employee by telephone and/or writing regarding the debt owed for their unpaid student loan. If ignored, a wage garnishment will be sent to the employer.
2. The repayment amount is at 15% of the employee's disposable income.
3. Before a student loan garnishment can be terminated, our office must receive a *Termination Withholding Order* from one of the above-mentioned entities.

What does a Garnishment look Like—Tax Levy?

| Form 668-W(ICS) (January 2015) | Department of the Treasury – Internal Revenue Service | | | | | | | | | | | | | | | | |
|--|--|--|---------------------|--------------------|------------------------------|---------------------|-------|------|------------|-------------|------------|-------------|-------------------------------|--|--|--|--------------------|
| Notice of Levy on Wages, Salary, and Other Income | | | | | | | | | | | | | | | | | |
| DATE: 01/06/2016 | REPLY TO: Internal Revenue Service T BROWN 1100 COMMERCE ST STOP 5142 DAL DALLAS, TX 75242 | TELEPHONE NUMBER OF IRS OFFICE: (214)413-6001 | | | | | | | | | | | | | | | |
| TO: TEXAS DEPT. OF TRANSPORTATION 125 E 11TH STREET AUSTIN, TX 78701 | NAME AND ADDRESS OF TAXPAYER: [REDACTED] [REDACTED] DALLAS, TX 75228-595818 | | | | | | | | | | | | | | | | |
| IDENTIFYING NUMBER(S): [REDACTED] | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Kind of Tax</th> <th style="width: 15%;">Tax Period Ended</th> <th style="width: 20%;">Unpaid Balance of Assessment</th> <th style="width: 15%;">Statutory Additions</th> <th style="width: 35%;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1040</td> <td style="text-align: center;">12/31/2003</td> <td style="text-align: right;">\$33,618.04</td> <td style="text-align: right;">\$1,934.04</td> <td style="text-align: right;">\$35,752.08</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total Amount Due =></td> <td style="text-align: right;">\$35,752.08</td> </tr> </tbody> </table> | | | Kind of Tax | Tax Period Ended | Unpaid Balance of Assessment | Statutory Additions | Total | 1040 | 12/31/2003 | \$33,618.04 | \$1,934.04 | \$35,752.08 | Total Amount Due => | | | | \$35,752.08 |
| Kind of Tax | Tax Period Ended | Unpaid Balance of Assessment | Statutory Additions | Total | | | | | | | | | | | | | |
| 1040 | 12/31/2003 | \$33,618.04 | \$1,934.04 | \$35,752.08 | | | | | | | | | | | | | |
| Total Amount Due => | | | | \$35,752.08 | | | | | | | | | | | | | |
| <p>We figured the interest and late payment penalty to <u>02/05/2016</u></p> <p>Although we asked you to pay the amount you owe, it is still not paid.</p> <p>This is your copy of a Notice of Levy we have sent to collect the unpaid amount. We will send other levies if we don't get sufficient funds to pay the total amount you owe.</p> <p>This levy requires the person who received it to turn over to us: your wages and salary that have been earned but not paid, as well as wages and salary earned in the future until the levy is released; and (2) your other income that the person has now or is obligated to pay you. This money is levied to the extent it isn't exempt, as explained on the back of Part 5 of this form.</p> <p>If you decide to pay the amount you owe now, please <u>bring</u> a guaranteed payment (cash, cashier's check, or money order*) to the nearest IRS office with this form, so we can tell the person who received this levy not to send us your money. Make checks and money orders payable to United States Treasury. If you mail your payment instead of bringing it to us, we may not have time to stop the person who received this levy from sending us your money.</p> <p>If you have any questions or want to arrange payment before other levies are issued, please call or write us. If you write to us, please include your telephone number and the best time for us to call you. *Visit www.irs.gov to determine the closest IRS office that furnishes cash payments processing service.</p> <p>Please see the back of Part 5 for instructions..</p> | | | | | | | | | | | | | | | | | |
| Signature of Service Representative /S/ T BROWN | | Title REVENUE OFFICER | | | | | | | | | | | | | | | |
| Part 2 – For Taxpayer | Catalog No. 15703f www.irs.gov | Form 668-W(ICS) (1-2015) | | | | | | | | | | | | | | | |

What does a Garnishment look Like–Tax Levy?

Important Fact:

An email notification is sent by our office to the employee and the appropriate HR Representative. Notification is time sensitive. If ignored by the employee, our office is obligated to act based on the employer's responsibility, which means we must process accordingly. If needed, we will engage the HR Representative to assist with communication to the employee.

Below is an sample email sent to the employee and the Benefits Coordinator. Please note, previous notification attempts to the employee were made by the Internal Revenue Service (IRS). Because of no action or untimely action taken by the employee, the IRS then submits the Tax Levy Garnishment to the employer.

Sample Email:

Respond by: Noon, Monday, December 19, 2016

The Human Resources Division has received the attached "Notice of Levy on Wages, Salary and Other Income." We will process the levy beginning on the January payroll for February 1st payment date and all payrolls until we receive notice from the IRS to release the levy. You will need to contact the IRS as soon as possible. The phone number for the IRS is 1-214-413-6001, as noted on the levy.

If you are unable to make an agreement with the IRS; then you will need to complete and sign attached forms- Parts 3, 4 & 5 of the levy. Also, you will need to return the Exemption Form, Parts 3 & 4, to Laurie Conaway, Human Resources Division by Noon, Monday, December 19, 2016. Once the forms are received, we will calculate how much you will take home and the amount to be sent to IRS according to the chart included with the levy. If the IRS releases the levy, then please have them to fax a "Release of Levy" to me by Noon, Monday, December 19, 2016.

Please note: If you do not contact IRS or fill out the exemption forms, you will receive a portion of your paycheck and the remainder will be sent to the Internal Revenue Service.

Per the Texas Comptroller, TxDOT is unable to accept "IRS Payroll Deduction Agreements."

If you have any questions, please contact me or your local Human Resources Representative.

HRD-Garnishments fax number is 512-486-5466.

What does a Garnishment look Like—Bankruptcy?

Bankruptcy Garnishment Orders are received by:

- The United States Bankruptcy Court (Federal)

Important Facts:

1. The Order provides the following:
 - a) Debtor (Employee's Name)
 - b) SSN
 - c) Case Number
 - d) Chapter 13
 - e) Employer of the said debtor
 - f) Monthly deduction
 - g) Trustee's name and mailing address, and
 - h) United States Bankruptcy Court Seal, date and signature of United States Bankruptcy Court Clerk.
2. The only way to cease/stop a bankruptcy withholding is for our office to receive a "Termination Withholding Order" from the appropriate United States Bankruptcy Court.

What does a Garnishment look Like—Employee Deductions?

- **Employee Deductions**—most employee deductions are voluntary and elected by the employee themselves, such as but not limited to: Texas Public Employees Association (TPEA) and Texas State Employees Union (TSEU), which can be joined anytime during the year. The employee may cancel membership at any time during the year via employee self-service.
- To join, the employee must complete and submit a TPEA's OnLine application or mail TSEU's application to the address listed on application. Important: TPEA's monthly fee is a set fee; whereas, TSEU dues are on a sliding scale based on salary. Note: If you enroll via employee self-service, you still **must** submit an application to either TPEA and/or TSEU.

TPEA: <http://www.tpea.org>

TSEU: <http://www.cwa-tseu.org/>

What does a Garnishment look Like—Employee Deductions?

SCROLL ↑



Texas Public Employees Association

512 East 11TH Street, Suite 100
 Austin, TX 78701
 512-476-2691 888-FOR-TPEA (888-367-8732)
 P.I.N. No. 17410323699-000

www.tpea.org

mail@tpea.org

SECTION A: AGENCY USE ONLY

| Agency Name | Agency # | Unit # | First Active Duty Date |
|-------------|----------|--------|------------------------|
| | | | |

SECTION B: EMPLOYEE INFORMATION

| | | | |
|--------------------|----------|-------------------------------------|-------------------|
| Social Security # | | Employee Name (Last, First, Middle) | |
| | | | |
| Mailing Address | | City | State |
| | | | |
| Work Address | | City | State |
| | | | |
| Home Phone () | | Work Phone () | Ext. # |
| Agency/Univ. | Agency # | Facility/Location | |
| | | | |
| Chapter # | County | County # | TPEA Membership # |
| | | | |
| Home Email Address | | Sponsored By | |
| | | | |



TEXAS STATE EMPLOYEES UNION / CWA

1700 South 1st Street, Austin, Texas 78704 (512) 448-4225
 T.I.N. No. 15102561097-001



SECTION A: AGENCY USE ONLY

| AGENCY NAME | AGENCY# | UNIT# | FIRST ACTIVE DUTY DATE |
|-------------|---------|-------|------------------------|
| | | | |

SECTION B: EMPLOYEE INFORMATION

| | | | |
|---------------------|---|--------------------|--|
| SOCIAL SECURITY # | NAME (LAST, FIRST, MI) | | |
| | | | |
| EMPLOYEE ID # | E-MAIL ADDRESS (SUITABLE FOR RECEIVING TSEU CORRESPONDENCE) | | |
| | | | |
| HOME STREET ADDRESS | | CITY / STATE / ZIP | |
| | | | |
| HOME PHONE () | WORK PHONE () | CELL PHONE () | |
| | | | |
| AGENCY / UNIV. | FACILITY / LOCATION | | |
| | | | |
| PROG / DEPT / UNIT | JOB TITLE | WORK HOURS | |
| | | | |



N U RR ORG: _____

SECTION C: MEMBERSHIP AND AUTHORIZATION

What does a Garnishment look Like—Employee Deductions?

- **Employee Deductions**—most employee deductions are voluntary and elected by the employee themselves, such as State Employee Charitable Campaign (SECC) or Texas Tuition Promise Fund (TTPF). Employees may cancel participation and/or change pledged donation amount in the SECC or TTPF anytime during the year; however, enrollment is limited to its assigned Open Enrollment Period.
- **Important:** an employee may call or submit in writing to cancel TTPF membership, but they will still need to contact the Garnishment Section via email at HRD_Garnishments@txdot.gov to stop payroll deductions from occurring. Any refunds owed to the employee will be processed and issued to the employee by TTPF .

What does a Garnishment look Like—Employee Deductions?



About the SECC

Organizations in the SECC

How to Give

- Giving Guide
- To Another Region in Texas
- Donations in Honor/Memory of...

Leadership Giving

- Current Leadership Givers

SECC Award Winners

Campaign Coordinator

- Resources

Search all SECC Charities

FAQs

Contact SECC

- Local Campaign Managers
- Statewide Federations
- State Campaign Manager
- State Policy Committee
- State Advisory Committee

Local Campaign Area Info

State Employee Charitable Campaign

The State Employee Charitable Campaign (SECC) was created by legislation in 1993. The first campaign was run in 1994, and raised \$2,027,751. Through the efforts and generosity of many state employees since then, the campaign has grown to exceed \$9.031 million donated to charitable organizations in 2014. The Texas campaign is one of the largest state employee campaigns in the nation — and it's still growing!

The official campaign dates are September 1 through October 31 annually.

Committees of state employees govern the SECC at two levels — statewide and locally. The committees ensure the campaign is conducted fairly and equitably under a strict set of guidelines which give donors confidence in both the charities that benefit and the methods used to solicit.

At the state level, a committee of state employees called the State Policy Committee (SPC) provides governance and oversight. Four members are appointed by the Governor and three each by the Lt. Governor and the Comptroller of Public Accounts. They are responsible for a campaign plan, a budget and ensuring the eligibility of statewide organizations. The SPC also hires a state campaign manager to administer the campaign.

At the local level, Local Employee Committees (LECs) provide similar oversight. The SPC appoints the LEC chair, which then recruits a local committee of up to 10 members. They also hire a local campaign manager to administer the campaign locally.

Each fall state employees are given the opportunity to learn about the charities in the SECC, choose which ones they wish to help, and then fill out a pledge form to indicate how much they wish to donate to which groups.

One of the great benefits of the SECC is the wide variety of charities and causes represented —

Texas Tuition Promise Fund® 2015-2016



Application

Instructions

1. Read about Texas Tuition Promise Fund® ("TTPF") in the program enrollment kit or on our website at www.texas tuition promise fund.com. The Plan Description and Master Agreement ("Plan Description") must be read by the Purchaser prior to signing this Application. By signing this Application, you are agreeing to be bound by the terms of the Plan Description and this Application, and you are certifying that you meet all eligibility requirements of the program. If you need assistance completing this application, please call toll-free 1.800.445.GRAD (4723), option #5, Monday through Friday from 8am to 6pm Central Time. You can also enroll online at www.texas tuition promise fund.com.
2. Complete all sections of the application to open a contract. Your contract will consist of this completed application that certifies you agree to the terms of the then current Plan Description and the applicable Pricing Schedule(s). TYPE or PRINT all information except your signature. **Sign and date your application.** A separate application must be submitted for each Beneficiary. **This application form may be photocopied.**
3. The application fee is \$25 for the first contract purchased for each Beneficiary. If you are the Purchaser and you have an existing TTPF contract for the same Beneficiary, the application fee is assessed only once.
4. Please enclose a check or money order made payable to TTPF for the application fee. We will not accept third-party checks. **THE APPLICATION FEE IS NOT REFUNDABLE.**
5. **Mail the completed application and application fee postmarked no later than February 29, 2016**, in the attached envelope or to **Texas Tuition Promise Fund, P.O. Box 44306, Jacksonville FL 32231-4306**. Multiple applications may be mailed in the same envelope. Multiple application fees can be paid with one check or money order.
6. **Applications will be accepted through July 31, 2016, for "Newborns" (children less than one year of age at the time the application is received).** The first payment for Newborns enrolled after February 29, 2016, will be due approximately 60-90 days after the application is received.
7. You will be billed based on the plan and payment method selected. Contract payments may be sent at any time prior to the due date, but will not be due until May 1, 2016. **You can cancel a pending contract application any time between September 1, 2015, and April 30, 2016, and receive a full refund of any payments received during this time, less the application fee. You will not receive any earnings on such cancellations.** Contract payments must be made by check, money order, ACH, or payroll deduction. Do not send cash.
8. After your application is processed, you will receive program documents and information about making payments. Please allow up to 2 weeks for receipt of this information.

Applications must be postmarked by February 29, 2016 (or July 31, 2016, for Newborns).

OFFICE USE ONLY

Check Number _____ Check Amount _____ Related Applications _____ Other _____

SECTION I. | Purchaser Information

Please complete the following information about YOURSELF, the person purchasing the TTPF contract (the "Purchaser"). You must be at least 18 years of age.

The Purchaser is the owner of the account and the person who is entitled to any refund if the contract is canceled.

If you are establishing a UGMA/UTMA account, you must submit a completed UGMA/UTMA form with your Application.

Last name Mr. Mrs. Miss Ms. Dr. First name _____ M.I. _____
(including Suffix)

Address (number and street, including apartment number) _____

City _____ State _____ Zip _____ County _____

Social Security no. (or Taxpayer I.D. no.) _____ Home phone _____ Work phone _____

Email (if available) _____

If the Purchaser is an organization, please indicate type: Corporation Trust or Non-profit Other

Processing Time Line for Garnishments/Employee Deductions

| ~ August 2016 ~ | | | | | | | 184 Hours |
|-----------------|--|--|--|--|--|-----------------------------------|-----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
| | 1 PAY DAY - JULY PAY PERIOD | 2 Misc. Off-cycle | 3 NO MORE CHANGES FOR JULY SM2 | 4 JULY SM-2 FINAL | 5 FLSA OVERTIME (FLSAP) & COMP PAID (COMPP) ENTRY DUE | 6 | |
| 7 | 8 FLSA OT / COMP PAYROLL FINAL | 9 Prep. For Lump Sum Payroll | 10 Lump Sum Vacation Payroll Final (June Separations) | 11 One-time Merits Due to Payroll | 12 | 13 | |
| 14 | 15 PAY DAY - JULY SM2 LOADING TIME & LABOR - All TIS Must be Approved | 16 DD Rev Deadline SM2 | 17 Re-distribution Payroll (Monthly) | 18 Re-distribution Payroll (Hourly) | 19 AUG MONTHLY FINAL | 20 Preparation for Aug. SM1 | |
| 21 | 22 Preparation for Aug. SM1 | 23 Aug. Semi- Monthly 1 FINAL | 24 1st Aug. Off-cycle | 25 DD Reversal Deadline | 26 2nd Aug. Off-cycle | 27 | |
| 28 | 29 Misc. Off-cycle | 30 Misc. Off-cycle? (if needed) | 31 Notice | | | | |

Subject to Change Due to Business Needs

The Payroll Calendar is provided and maintained by Financial Management Division (FMD) and used by our office as a tool to process garnishments/employee deductions received in our office. FMD will note on the calendar the date when no more monthly pay changes can be entered into PeopleSoft. Garnishment notices received after that date will be processed the following month.

****Subject to Change due to Business Needs**

Garnishments/Employee Deductions

Primary Contact: Laurie Conaway

Office Number: (512) 486-5373

Secured Fax Line: (512) 486-5466

Email: hrd_garnishments@txdot.gov

Mailing Address:

Texas Department of Transportation

Attn: HRD-Garnishments

125 E. 11th Street

Austin, Texas 78701

Secondary Contact: Trina Scott-Smith

Office Phone: (512) 416-4641

hrd_garnishments@txdot.gov

