



Wage Garnishment Worksheet

The purpose of this worksheet is to provide assistance in calculating the correct amount to be deducted from an employee's disposable pay each pay period. Disposable pay includes, but is not limited to salary, overtime, bonuses, commissions, sick leave, vacation pay, and leave cash-in.

The worksheet must be completed and returned to ACPE with the initial garnishment. If no payment is forthcoming, you are still required to return the completed worksheet to ACPE to document the employee's earnings. It is recommended that employers complete a worksheet for each pay period to document the amount garnished was calculated correctly, even when no garnishment is being submitted.

In the event the *employee's disposable pay amount changes*, you must submit a new worksheet showing the recalculation. The *exemption amount* listed in Section 7 on the following page may not be changed unless written notification is issued by ACPE.

If you are remitting payment online at <https://acpe.alaska.gov/pay4another>, you can return the completed worksheet to acpe@alaska.gov or fax it to the number provided above. If you are remitting payment via paper check, the worksheet must be returned with the first payment.

Please retain a copy of this and all future worksheets for the named employee for your records.

If you have any questions or need assistance completing the *Wage Garnishment Worksheet*, please contact ACPE at the phone number listed above.

Employee Name	
Account Number	
Loan Sequence(s)	
Employer/ Business Name	

PAY CALCULATION METHOD (check all that applies):

<input type="checkbox"/> Salaried	<input type="checkbox"/> Hourly	<input type="checkbox"/> Seasonal
<input type="checkbox"/> Other (explain in space provided)		

Name:

Account Number:

Loan Sequence(s):

DISPOSABLE INCOME COMPUTATION:

1.	Gross earnings this pay period (From _____ to _____)			
	Pay Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Weekly		\$	
2.	Amounts withheld			
	a.	Federal income tax	\$	
	b.	FICA (social security)	\$	
	c.	Medicare	\$	
	d.	Supplemental benefits (SBS)	\$	
	e.	Unemployment insurance (ESD)	\$	
	f.	Mandatory retirement or pension plan	\$	
	g.	Other mandatory deductions – Include only involuntary deductions (explain):	\$	↓
3.	Total allowable deductions from 2a through 2g above.		- \$	
4.	Total disposable income (subtract line 3 from line 1)		= \$	

WAGE GARNISHMENT AMOUNT COMPUTATION:

5.	From line 4, calculate the employee's disposable income per week. Paid Monthly Disposable Income (line 4) _____ / 4.3 Paid Semi-monthly Disposable Income (line 4) _____ / 2.17 Paid Bi-weekly Disposable Income (line 4) _____ / 2 Paid Weekly Enter the entire amount from line 4		\$
6.	Multiply the disposable income (line 5) by 25% (per Alaska Statute 14.43.147) Weekly disposable income (line 5) \$ _____ x 25%		\$
7.	Use the disposable income (line 5) and subtract \$473 (the exemption amount per regulation 8 AAC 95.030(d)). If the amount is negative after this calculation, enter zero. Weekly disposable income (line 5) \$ _____ - \$473.00		\$
8.	Enter amount from line 6 or 7, whichever is smallest . <u>If the amount in line 7 is zero then the employee did not earn enough for a garnishment this pay period.</u>		\$
9.	Multiply line 8 by the applicable number below. This is the amount you will remit to ACPE for this pay period unless there is a higher authority garnishment in place. Paid Monthly (line 8) \$ _____ X 4.3 (monthly) Paid Semi-monthly (line 8) \$ _____ X 2.17 (semi-monthly) Paid Bi-weekly (line 8) \$ _____ X 2 (bi-weekly) Paid Weekly Enter amount from line 8		\$
10.	Higher Authority Garnishment? Type _____	Amount:	\$
11.	If there are no other garnishment orders, remit the amount from line 9 - OR - If there is a higher authority garnishment, subtract line 10 from line 9 and remit that amount.		\$

Please note, the Click to Submit option requires the use of Adobe Acrobat. If viewing the worksheet in an Internet browser, please attach the worksheet in a separate email to acpe@alaska.gov. You may also fax or mail it to ACPE using the contact information listed on the front page.