



**OFFICE OF CLERK OF COURTS
EAU CLAIRE COUNTY
721 Oxford Avenue, Suite 2220
Eau Claire, WI 54703**

**Susan Schaffer, Clerk of Court
Cherie Norberg, Deputy Operations Manager
715-839-4816
715-839-4817 FAX**

VOLUNTARY PAYMENT PLAN INCOME WITHHOLDING REQUEST

REQUIRED EMPLOYEE/DEBTOR/DEFENDANT INFORMATION

Case Number(s): _____

Name: _____

SSN: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Current income withholdings (i.e. garnishment, child support, etc.): _____

(You must update your address and telephone number within 48 hours of any changes)

REQUIRED EMPLOYER/PAYEE INFORMATION

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____

(You must update your employer information within 48 hours of any changes in employment)

PAYMENT PLAN INFORMATION

Installment Amount: _____

Installment Frequency (circle one or default is monthly): WEEKLY BI-WEEKLY MONTHLY

Installment Start Date: _____

Defendant/Debtor Signature: _____ DATE: _____

If the employer does not withhold the amount as ordered, it is the debtor/defendant's obligation to make timely payments to the Clerk of Court. Failure to comply with the Court's Order will result in additional sanctions as ordered by the Court.