

**Calculations for First Answer to Writ of Garnishment, Continuing Lien**

**Plaintiff:** \_\_\_\_\_  
**Defendant:** \_\_\_\_\_  
**Garnishee:** \_\_\_\_\_  
**Court/Cause No:** \_\_\_\_\_  
**Total Amount of Garnishment:** \$ \_\_\_\_\_  
**Date Served:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_  
 (effective date of writ) (date served, plus 60 calendar days)

	<b>1<sup>st</sup> Answer</b>	<b>Subject to 2<sup>nd</sup> Answer</b>			
<b>Payroll Period (dates):</b> (not pay days)	_____	_____	_____	_____	_____
<b>Gross Pay For Period:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Deductions:</b>					
Withholding (Form W-4 Boxes 3 and 5 only)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
OASI/Medicare	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Retirement	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Medical Aid	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Paid Family and Medical Leave	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Union Dues**	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
MEP/VEBA***	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total Deductions:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Disposable Earnings:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Exempt Earnings:</b>					
\$1,099.58 per month or \$549.79 semi-monthly or \$253.75 per week (Federal min. \$7.25/hour) OR					
75% of Disposable Earnings	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Larger of Above:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Note:</b> If garnishment is for child support, the only exemption is 50% of disposable earnings. Refer to Subsection 25.60.20.e.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Amount Subject to Garnishment:</b>		<b>Subject to 2<sup>nd</sup> Answer</b>			
(disposable earnings less exempt earnings)	\$ _____ *	\$ _____	\$ _____	\$ _____	\$ _____

\* Total amount withheld on first answer.  
 \*\* Union dues are NOT deducted from gross income if paid under a contract or collective bargaining agreement. Includes representation and other mandatory fees.  
 \*\*\* Medical Expense Plan – Sick leave buyout is NOT garnishable if being paid to a Voluntary Employees’ Beneficiary Association (VEBA) plan. If paid to an employee, do not deduct the amount from gross earnings.