

SELF-SERVICE CENTER

**INSTRUCTIONS FOR COMPLETING AN  
“ORDER STOPPING AN INCOME WITHHOLDING ORDER”**

**DEFINITIONS:**

"Obligor" "Payor" is the person ordered to make support payments.

"Obligee" "Payee" is the person or agency entitled to receive support.

**COMPLETE THIS FORM IF:**

You completed a ***“Request to Stop Income Withholding Order”*** and marked a box in Section A of Item 8 on the Request form.

**TO COMPLETE THIS FORM YOU WILL NEED:**

Information from, or your copy of, the ***“Income Withholding Order.”***

**FOLLOW THESE INSTRUCTIONS NUMBERED TO MATCH THE IDENTIFYING NUMBERS ON THE FORM. TYPE OR PRINT NEATLY USING BLACK INK.**

- (1) Fill in the name of the person shown as the petitioner on the ***“Income Withholding Order.”***
- (2) Fill in the name of the person shown as the respondent on the ***“Income Withholding Order.”***
- (3) Fill in the case number that appears on the ***“Income Withholding Order.”***
- (4) Fill in the Atlas Number on the ***“Income Withholding Order.”***
- (5) Fill in the name and social security number of the person shown as the respondent on the ***“Income Withholding Order.”***
- (6) Fill in the date the ***“Income Withholding Order”*** was signed (Item 10 on the Order).

Leave the rest of the form blank. The judicial officer (judge, commissioner, or referee) will complete the remaining items at the time of hearing.