Oklahoma Guaranteed Student Loan Program   **A76**
Operating division of the Oklahoma State Regents for Higher Education

IN RE: §
                                                        §   §
_____ , DEBTOR

EMPLOYER ACKNOWLEDGMENT OF WAGE WITHHOLDING

I, _____ , on behalf of _____
             (Print Your Name)   (Print company name)
acknowledge receipt of the Order of Withholding from Earnings for:

_____   _____

(Debtor Name)   **(**Debtor Social Security Number)

Debtor current address:

_____

_____   Phone (_____)_____

[ ] The above-name debtor is an employee of this company and payments of approximately $_____(15%)
of disposable pay will be forwarded to the Oklahoma Guaranteed Student Loan Program on a
(weekly/bi-weekly/monthly- but no less frequently than monthly):_____basis.

[   ] The debtor is no longer employed by this company. Date of termination: _____
      Debtor's Subsequent Employer: _____
[   ] Debtor is on a leave of absence; returning on_____[   ]or return date is unknown.
[   ] Debtor does not earn enough to garnish at this time per federal minimum requirements.
[   ] Debtor works on an as needed basis or is part-time and therefore does not earn enough to withhold.
[   ] Debtor has never been employed with our company and/or   [   ] Please provide SSN.
[   ] Debtor has an existing garnishment that will expire on _____.
[   ] Debtor has an existing garnishment with an unknown expiration date;
          Garnishment [   ] cannot be implemented [   ] can be implemented. The remaining balance is $_____.
[   ] Debtor is self-employed/contractor and is not directly employed by this company.
[   ] Debtor is a temporary employee and is inactive at this time.
[   ] Other_____

Please list the company payroll address for proper mailing and Tax ID:

_____

_____Tax ID_____-_____

Employer

_____   _____
(Signature)   (Title)   (Date)

_____   _____
(Telephone Number)   (Fax Number)

RETURN THIS FORM WITHIN 10 BUSINESS DAYS TO:
OGSLP   P.O. Box 3000   Oklahoma City, OK 73101-3000
Fax: (405) 234-4482 Tel. (800) 777-3394

Check/detail must identify debtors name, amount and Social Security Number.

AWG WORKSHEET INSTRUCTIONS

Use the AWG WORKSHEET to calculate the amount of withholding for each pay period**.** At the top of each sheet, identify the **type of pay period** (e.g., weekly, bi-weekly, monthly, etc.) and the **end date of that period** in the spaces indicated. **Please return this form. You MUST identify the debtor's name and the debtor's social security number or EDP Acct. Number.** If you are making payments for two or more debtors, you may combine payments as long as the check stub or transmittal sheet properly identifies the amount remitted for each employee.

LINE 1: "Disposable pay" is determined by (a) calculating the total compensation paid or payable for the employee's services (e.g., wages, salary, commissions, bonus, severance pay, etc.); and (b) subtracting from that amount the sum of all amounts required by law to be withheld from that compensation, such as state (if any) and Federal income tax, and Federal FICA or OASI tax (social security). You should not subtract amounts withheld for savings bonds, employee contributions to retirement plans or health insurance and the like. Also, **be sure that you do not subtract garnishments**; these are considered instead in LINE 7.

LINE 2: Under 20 USC 1095a(a)(1), the amount deducted for any pay period may not exceed 15% of disposable pay, unless the individual consents, in writing, to a greater percentage.

LINE 3: The Consumer Credit Protection Act (15 USC 1671 et. Seq.) provides that, except in certain limited circumstances, the maximum part of the aggregate disposable earnings of an individual for any workweek which is subject to garnishment may not exceed 25%.

LINE 4: Be sure to enter the correct Federal minimum hourly wage. As of July 24, 2008, the Federal minimum wage is $6.55 per hour (not the wage they are earning).

LINE 5: The Consumer Credit Protection Act excludes from garnishment a "floor" level of disposable pay per workweek in an amount equal to 30 times the Federal minimum hourly wage. Assuming a minimum wage of $6.55 per hour (as of July 24, 2008) LINE E is, for example, $**196.50, if the employee is paid weekly; $393.00 if the employee is paid every other week; $425.75 if the employee is paid twice per month; and $851.50 if the employee is paid monthly**.

LINE 6: INTENTIONALLY LEFT BLANK

LINE 7: If the employee is subject to multiple garnishments during a pay period, Federal law may limit your ability to withhold, for that pay period, the full amount called for under the Order. For further information, please refer to the section in your Handbook on "Multiple Withholding".

LINE 8: INTENTIONALLY LEFT BLANK

LINE 9: INTENTIONALLY LEFT BLANK

LINE 10: Of the amounts calculated in Lines 2, 8 and 9 insert here whichever amount is lowest.

LINE 11: You may round off the figure to a flat dollar amount, so long as the resulting figure does not exceed Line 9.

AWG WITHHOLDING WORKSHEET
ATTACHMENT D

A76

BORROWER: _____

EDP Acct. Number:_____   SSN: _____

For the _____ pay period ending _____

      (type)   (date)

Debtor is paid: _____ weekly _____ bi-weekly _____monthly ___ Other

We will remit: _____ weekly _____ bi-weekly _____ monthly___ Other

1.	Enter employee's disposable pay	1. $_____
2.	Multiply the amount in Line 1 by 15% (.15)	2. _____
3.	Multiply the amount in Line 1 by 25% (.25)	3. _____
4.	Enter the applicable Federal minimum hourly wage (currently $6.55 per hour)	4. $6.55 (current min wage)
5.	Multiply the amount in Line 4 by 30 for each work week in the pay period–see instructions on reverse	5. _____
6.	Subtract Line 5 from Line 1	6. _____*
7.	Enter the sum of all other garnishments being withheld from disposable pay	7. _____
8.	Subtract Line 7 from Line 3 *(if amount is negative, enter zero)*	8. _____*
9.	Subtract Line 7 from Line 6	9. _____
10.	Enter the lesser of Lines 2, 8 or 9	10. _____
11.	Remit the amount entered on Line 10	

*If this amount is zero or negative, no remittance is required for this pay period please notify OGLSP via fax 405-234-4482 or email: AWGinfo@ogslp.org

All payments MUST identify the debtor's name and the debtor's social security number or EDP Acct. Number. (Make checks payable to the Oklahoma Guaranteed Student Loan Program or OGSLP), see AWG WORKSHEET INSTRUCTIONS on the following page.