Levy Disclosure Elements

The purpose of this document is to illustrate the relationship of the elements for each type of Levy Disclosure. The Levy Disclosure XML schema has a wage levy node, bank levy node, and account node. The wage levy node and elements will be used to submit wage levy disclosures. The bank levy and account node and elements will be used to submit bank levy disclosures.

Wage Levy

The Wage Levy node has five Employment Status options. The required elements for each status are labeled. Some elements will be accepted for multiple Employment Statuses. If an Employment Status is selected and there is data in an element that is not listed below that Employment Status, e-Services will not import the data that doesn't belong to that status. For example, if the CUREMP (Current Employee) status is selected and data is entered in Termination Date element, e-Services will not import the data in the Termination Date element.

CUREMP (Current Employee):
- Marital Status (Required)
- Exemptions Claimed (Required)
- Pay Period Frequency (Required)
- Pay Period End Date (MM/DD/YYYY) (Required)
- Pay Period Whole Weeks (Required if Semi-Monthly or Monthly is the Pay Period Frequency)
- Pay Period Additional Days (Required if Semi-Monthly or Monthly is the Pay Period Frequency)
- Gross Earnings (Required)
- Federal Income Withholding
- State Income Withholding
- FICA Withholding
- Medicare Withholding
- Other Deductions Required by Law
- Other Deductions Explanation (Required if data in Other Deductions Required by Law)
- Setoff Amount
- Setoff Explanation (Required if data in Setoff Amount)
- Adverse Interest Amount
- Adverse Interest Explanation (Required if data in Adverse Interest Amount)

FOREMP (No longer working for us):
- Termination Date (MM/DD/YYY) (Required)
- Last Known Street Address
- Last Known City
- Last Known State
- Last Known Zip Code
- Last Known Phone Number
- New Employer (if known)
- New Employer Street Address
- New Employer City
- New Employer State
- New Employer Zip Code
- New Employer Phone Number
- Comment

1099EM (1099: Working as a contractor):
- 1099 Hire Date (MM/DD/YYYY) (Required)
- Last Known Street Address
- Last Known City
- Last Known State
- Last Known Zip Code
- Last Known Phone Number
- Comment

INACTE (Employee, currently inactive):
- Anticipated Return to Work Date (MM/DD/YYYY) (Required)
- Comment(Required)

OTHERE (Other):
- Last Known Street Address
- Last Known City
- Last Known State
- Last Known Zip Code
- Last Known Phone Number
- Comment(Required)

Bank Levy

The Bank Levy node has two options for the Has Accounts Indicator element. If the Has Accounts Indicator is true, the Account node should be completed. The required elements are labeled for each indicator option. If one option is selected, and there is data in an element that is not listed below that option, e-Services will not import that data. For example, if the Has Account Indicator element is False and data is entered in the Adverse Interest Amount element, e-Services will not import the data in the Adverse Interest Amount element.

Has Accounts Indicator element = TRUE (If there are open accounts):

Bank Levy Node

- Property Value
- Property Description (Required if data entered in Property Value)
- Adverse Interest Amount
- Adverse Interest Explanation (Required if data entered in Adverse Interest Amount)
- Protected Funds
- Protected Funds Explanation (Required if data entered in Protected Funds)
- Setoff Amount
- Setoff Date (Required if data entered in Setoff Amount)
- Setoff Explanation (Required if data entered in Setoff Amount)
- Comment

Account Node(Required)

- Account Type (Required)
- Account Number (Required)
- Account Balance (Required)

Has Account Indicator element = FALSE (If there are no open accounts):

- Property Value
- Property Description (Required if data entered in Property Value)
- Comment