

Multi-Order Calculator Instructions:

1. Download the Multi-Order Calculator
2. Enter Employee Name in box shown
3. Enter Employees Aggregated Earnings for this pay period in box titled: Net Wages.
(Aggregated Earnings is the net income left after making mandatory deductions such as; State, Federal and Local taxes, Social Security taxes and Medicare taxes)
4. Enter the appropriate percentage to be withheld based on the CCPA guidelines.
 - (Between 50-65% - Please refer to your Withholding Notice to determine the appropriate %)
 - (Note: Each income withholding order has a section designated on page 2 which identifies whether the employee has an arrears of 12 weeks or greater).
5. The Max Deduction Permitted will be calculated for you once the Net Wages and CCPA % has been entered.
6. Enter the Case Number and Order Number for each of the withholding orders for this employee. (Note: You may have Case Numbers that are identical with different Order Numbers, if so, enter the amounts for each of these - these are not duplicates).
7. Enter the TOTAL order amount for each of the employees withholding orders.
8. From each of your withholding orders - list the CURRENT OBLIGATIONS ONLY in the appropriate column. (Based on Ohio Law, deductions must first be applied to current obligations, then if money is available, it is to be applied towards the employees other obligations such as; past due support, fees etc.)
9. The Amounts to be Withheld and applied to each of the employees cases will be calculated for you. You may print and remit this with your check or simply show these prorated amounts for each case/order number on your check stub.
10. If you need assistance, please feel free to contact our office and we will be happy to assist you. 740-295-7561