

**STATUS OF EXEMPTION  
HEAD OF FAMILY**

I, \_\_\_\_\_, being of lawful age state that I am a resident of \_\_\_\_\_  
County, Missouri, residing at \_\_\_\_\_.

I am the head of family and I contribute to the support of my spouse and/or dependents and under the laws of the State of Missouri I am entitled to a head of family exemption from garnishment of wages. If my status changes during the year (note below), I will notify my Campus Payroll Office so withholdings can be appropriately adjusted. My Employee ID is \_\_\_\_\_.

Signature \_\_\_\_\_

STATE OF MISSOURI     )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

Signed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary \_\_\_\_\_

My Commission Expires:  
\_\_\_\_\_

**Effective for the period of: July 1, 2018 through June 30, 2019**

- The Head of Family form will be effective for the period of one year (noted above) for all Writs of Sequestration served by the Boone County, Missouri, Sheriff's Office. *Other types of garnishment Orders, including Child Support Orders, Bankruptcy, Student Loans, and Federal & Missouri Tax Levies have individual rules and withholding regulations.*
- Unless a notarized affidavit is furnished stating the employee is head of family, 25% instead of 10% of their disposable earnings will be deducted. If an employee has a combination of garnishments such as a Writ of Sequestration and a Student loan at the same time 25% of their disposable earnings will be deducted.
- The Head of Family form should not be signed and notarized for any one year period earlier than the 15<sup>th</sup> day of the month prior to the expiration.
- If the judgment is for support, 60% of their disposable earnings may (in some cases) be deducted instead of 50% (or 65% instead of 55% if support is for twelve weeks in arrears) without a notarized Head of Family affidavit.
- The Head of Family affidavit has no effect if the judgment on the Writ of Sequestration is for Taxes, and/or Missouri Department of Labor & Industrial Relations, Division of Unemployment.

**To locate employee ID#:** Go to <https://myhr.umsystem.edu/psp/prd>. Sign-in and click Self Service>Payroll and Compensation>View Paycheck. Your employee id will be under your name on the first check that comes up.

## INSTRUCTIONS

- Garnishments are issued by a clerk or judge to collect a debt that is based on a court judgment against you. Wage garnishments are served by the Sheriff on your employer, who is responsible for taking a certain amount of money out of your pay.
- If you are supporting a spouse, a dependent child under the age of eighteen (18), or a dependent child who is deemed disabled by the Social Security Administration, you may be entitled to a head of family exemption from a garnishment. Under Sections 513.440 and 525.030.1, RSMo, persons who are eligible for this exemption can limit the amount taken out of their pay.
- If you qualify for a head of family exemption and the debt owed is for the support of another person, ten percent (10%) of your disposable earnings may be withheld from your wages. See Sections 513.440 and 525.030.1 RSMo. "Disposable earnings" is defined as your pay minus any required deductions. Required deductions are federal, state, and local taxes and withholdings for Medicare and social security.
- If you qualify for a head of family exemption and the debt owed is for the support of another person, fifty percent (50%) of your disposable earnings may be withheld from your wages. However, this amount can increase to fifty-five percent (55%) if the debt is for past-due support. See 15 U.S.C. 1673 (b)(2). Usually, debts of this kind are for child support or maintenance.
- To claim the head of family exemption, you must complete the Status of Exemption Head of Family on page one. Notarize and return the completed form to your campus payroll office for computing the garnishment percentage.

If you have any questions about your rights regarding the garnishment, you should speak with an attorney.