



Full Service Garnishment Procedures and Frequently Asked Questions

Please email the entire garnishment as a PDF attachment to garnishments@alimac.com (except for Medical Support Notices)

We do not process medical support notices. Please send those to the person that handles your medical benefits. If they find that the employee needs to pay medical support, please forward that information to tara@payarchcm.com to set up the deduction.

We will:

- Send a copy of the garnishment to the employee if the paperwork instructs us to do so. (Please make sure to keep employee addresses current in the system.)
- Fill out any necessary answer/response, and return it to the agency
- Process the garnishment and make the payments
- Upload a copy of the garnishment to the employee's file
- Notify the agency once an employee is terminated (please make sure to term employees in the system, otherwise we will not know to notify the agency of the termination)
- Fill out garnishment related employment verifications (example: if an employee is applying for a car loan/new housing/government assistance, we will not handle those verifications since they are not garnishment related)

Notes:

- Garnishments need to be processed prior to the pay period end date. If they are sent to us after that date, they may not start until the following pay period.
- Garnishments are always processed in the order in which they are received. We do our best to get all garnishments processed for the upcoming payroll, but we cannot guarantee it due to the quantity our clients send at any given time.
- When an employee is termed in the system, it automatically turns off the garnishments. If they are rehired, please inform the garnishment department or your CSR to turn the garnishments back on.
- If your company moves to a new office, please make sure to change your mailing address with the garnishment agencies as soon as possible.
- Payarc cannot contact agencies to change your mailing address, as they will not do that when a third party is requesting.