



## Child Support Withholding Notification for New Employees

**Name:** \_\_\_\_\_ **SS#** \_\_\_\_\_  
                    First                      Middle                      Last

**Department:** \_\_\_\_\_

As a new employee and in accordance with a Virginia law (Section 60.2 – 114.1.) which went into effect July 1, 1993, you are required to notify your employer of any child support withholding order(s) which are currently in effect.

Are you currently under court order(s) to pay child support?

Yes                       No

If so, please contact the Department of Child Support and request a copy of your order be sent to the Payroll Department via fax at 804-501-5380. If you have any questions, please email [Fin-Payroll@henrico.gov](mailto:Fin-Payroll@henrico.gov).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Human Resources Department Use**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised 9-2024