

# Appendix F

## Payment Plan Calculators



## **Actual Payment Plan Calculator Definitions and Instructions**

### **Pay Period**

This is the time between paychecks. Options include weekly (7 days), biweekly (14 days), semimonthly (twice per month), and monthly, and are based on the litigant's age and whether or not this is the litigant's first job. This is a required field. Select the value from the drop down list (use the pay period key at the bottom of the calculator to determine which value to select). This value is used to calculate the test II amount available (minimum wage).

### **Children**

This is the number of children being supported (other than by court-ordered child support) by the litigant. If there is no court-ordered child support, then this is the number of children residing with the litigant. If there is court-ordered child support that is being paid by the litigant (proof of payments should be provided) and there are additional children, then this is the number of additional children residing with the litigant for which no support is ordered to be paid. If there is court-ordered child support that is being paid by the litigant and there are no additional children, then this value should be 0. If there are more than five children, then this value should be 5. This is a required field. Select the value from the drop down list. This value is used to calculate disposable earnings (line 4), and provides an allowance for supporting children by reducing the amount of disposable earnings.

### **Line 1 – Gross Earnings**

This is the litigant's salary each pay period before withholdings and deductions. This is a required field. Enter the gross earnings from the earnings statement.

### **Line 2 – Deductions**

- a – Federal withholding tax – This is the amount of federal income taxes withheld each pay period. This is a required field. Enter the amount withheld from the earnings statement.
- b – State withholding tax – This is the amount of state income taxes withheld each pay period. This is a required field. Enter the amount withheld from the earnings statement.
- c – Employee portion of Social Security tax – This is the amount paid to Social Security (Old-Age, Survivors, and Disability Insurance or OASDI) each pay period. This is a required field. Enter the amount withheld from the earnings statement.
- d – Employee portion of Medicare tax – This is the amount paid into the Medicare system each pay period. This is a required field. Enter the amount withheld from the earnings statement.
- e – City withholding tax – This is the amount of city income taxes withheld each pay period. If applicable, this is a required field. Enter the amount withheld from the earnings statement.
- f – Mandatory retirement payments – These are mandatory payments made to retirement and pension plans. For example, an employer may require an employee to contribute a certain percentage of their gross earnings towards a self-funding pension plan. If applicable, this is a required field. Enter the amount withheld from the earnings statement.
- g – Health insurance – This is the amount of health insurance premiums withheld each pay period. This is a required field. Enter the amount withheld from the earnings statement.
- h – Total required deductions – This is the total of lines 2a through 2f. This is a required field that is calculated by the calculator.

**Line 3 – Net earnings**

This is calculated by subtracting total required deductions (line 2g) from gross earnings (line 1). This is a required field that is calculated by the calculator.

**Line 4 – Disposable earnings**

This is calculated by multiplying a child support allowance percentage, which is based upon the number of children entered at the top of the calculator, by net earnings (line 3). This is a required field that is calculated by the calculator.

**Line 5 – Test I amount available (percentage)**

This is calculated by multiplying the selected percentage by disposable earnings (line 4). This is a required field. Select the percentage, which cannot exceed 25%, from the drop down list. This amount is calculated by the calculator based on the percentage selected.

**Line 6 – Test II amount available (minimum wage)**

This protects 30 hours per week at the minimum wage rate (\$7.25 per hour).

a – Appropriate figure from chart – This is a required field. Based on the pay period entered at the top of the calculator, the calculator selects the appropriate amount from the chart.

b – Amount available – This is calculated by subtracting the amount from the chart (line 6a) from disposable earnings (line 4). This is a required field that is calculated by the calculator.

**Line 7 – Maximum payment amount**

This is the lesser of test I (line 5) or test II (line 6b). This is a required field that is completed by the calculator.

**Line 8 – Orders with priority**

These are amounts required by law to be withheld from the litigant's paycheck each pay period. Options include:

a – Orders of bankruptcy court – If applicable, this is a required field. Enter the amount withheld from the earnings statement.

b – Orders for past due federal or state taxes – If applicable, this is a required field. Enter the amount withheld from the earnings statement.

c – Income withholding for support of any person – If applicable, this is a required field. Enter the amount withheld from the earnings statement.

d – Other general garnishments – If applicable, this is a required field. Enter the amount withheld from the earnings statement.

e – Total of all priority amounts withheld (total of lines 8a through 8d) – This is a required field that is calculated by the calculator.

**Line 9 – Amount available to be paid**

This is the amount available to be paid to the court each pay period. This is calculated by subtracting the total of all priority orders (line 8e) from the maximum payment amount (line 7). This amount is calculated by the calculator. Note: In order to afford the litigant the same rights as civil debtors, the total of all withholding monies cannot exceed 25% of the litigant's disposable pay.

**Line 10 – Amount to be paid**

This is the amount to be paid to the court each pay period. Enter the lesser of the amount available to be paid (line 9) or the total amount owed.



## **Estimated Payment Plan Calculator Definitions and Instructions**

### **Pay Period**

This is the time between paychecks. Options include weekly (7 days), biweekly (14 days), semimonthly (twice per month), and monthly, and are based on the litigant's age and whether or not this is the litigant's first job. This is a required field. Select the value from the drop down list (use the pay period key at the bottom of the calculator to determine which value to select). This value is used to calculate the test II amount available (minimum wage).

### **Children**

This is the number of children being supported (other than by court-ordered child support) by the litigant. If there is no court-ordered child support, then this is the number of children residing with the litigant. If there is court-ordered child support that is being paid by the litigant (proof of payments should be provided) and there are additional children, then this is the number of additional children residing with the litigant for which no support is ordered to be paid. If there is court-ordered child support that is being paid by the litigant and there are no additional children, then this value should be 0. If there are more than five children, then this value should be 5. This is a required field. Select the value from the drop down list. This value is used to calculate disposable earnings (line 4), and provides an allowance for supporting children by reducing the amount of disposable earnings.

### **Hourly Rate**

This is the amount the litigant earns per hour. This is an optional field. Enter the rate, which is used to calculate gross earnings.

### **Hours Worked**

This is the average number of hours worked per pay period. This is an optional field. Enter the hours, which is used to calculate gross earnings.

### **Line 1 – Gross Earnings**

This is the litigant's salary each pay period before withholdings and deductions. This is a required field. If actual gross earnings are unknown and the hourly rate and hours worked were entered, then enter the calculated gross earnings located immediately above this line.

### **Line 2 – Deductions**

a – Federal withholding tax – This is the amount of federal income taxes withheld each pay period. This is a required field. This amount is calculated by the calculator based on the gross earnings entered.

b – State withholding tax – This is the amount of state income taxes withheld each pay period. This is a required field. This amount is calculated by the calculator based on the gross earnings entered.

c – Employee portion of Social Security tax – This is the amount paid to Social Security (Old-Age, Survivors, and Disability Insurance or OASDI) each pay period. This is a required field. This amount is calculated by the calculator based on the gross earnings entered.

d – Employee portion of Medicare tax – This is the amount paid into the Medicare system each pay period. This is a required field. This amount is calculated by the calculator based on the gross earnings entered.

e – City withholding tax – This is the amount of city income taxes withheld each pay period. If applicable, this is a required field. This amount is calculated by the calculator based on the gross earnings entered.

f – Total required deductions – This is the total of lines 2a through 2e. This is a required field that is calculated by the calculator.

**Line 3 – Net earnings**

This is calculated by subtracting total required deductions (line 2f) from gross earnings (line 1). This is a required field that is calculated by the calculator.

**Line 4 – Disposable earnings**

This is calculated by multiplying a child support allowance percentage, which is based upon the number of children entered at the top of the calculator, by net earnings (line 3). This is a required field that is calculated by the calculator.

**Line 5 – Test I amount available (percentage)**

This is calculated by multiplying the selected percentage by disposable earnings (line 4). This is a required field. Select the percentage, which cannot exceed 25%, from the drop down list. This amount is calculated by the calculator based on the percentage selected.

**Line 6 – Test II amount available (minimum wage)**

This protects 30 hours per week at the minimum wage rate (\$7.25 per hour).

a – Appropriate figure from chart – This is a required field. Based on the pay period entered at the top of the calculator, the calculator selects the appropriate amount from the chart.

b – Amount available – This is calculated by subtracting the amount from the chart (line 6a) from disposable earnings (line 4). This is a required field that is calculated by the calculator.

**Line 7 – Maximum payment amount**

This is the lesser of test I (line 5) or test II (line 6b). This is a required field that is completed by the calculator.

**Line 8 – Orders with priority**

These are amounts required by law to be withheld from the litigant's paycheck each pay period. Options include:

a – Orders of bankruptcy court – If applicable, this is a required field. Enter the amount being paid each pay period (proof of payments should be provided).

b – Orders for past due federal or state taxes – If applicable, this is a required field. Enter the amount being paid each pay period (proof of payments should be provided).

c – Income withholding for support of any person – If applicable, this is a required field. Enter the amount being paid each pay period (proof of payments should be provided).

d – Other general garnishments – If applicable, this is a required field. Enter the amount being paid each pay period (proof of payments should be provided).

e – Total of all priority amounts withheld (total of lines 8a through 8d) – This is a required field that is calculated by the calculator.

**Line 9 – Amount available to be paid**

This is the amount available to be paid to the court each pay period. This is calculated by subtracting the total of all priority orders (line 8e) from the maximum payment amount (line 7). This amount is calculated by the calculator. Note: In order to afford the litigant the same rights as civil debtors, the total of all withholding monies cannot exceed 25% of the litigant's disposable pay.

**Line 10 – Amount to be paid**

This is the amount to be paid to the court each pay period. Enter the lesser of the amount available to be paid (line 9) or the total amount owed.

# Juvenile Estimated Payment Plan Calculator

Hourly Rate \_\_\_\_\_  
 Hours per Pay \_\_\_\_\_ \$ -

1 Gross earnings for the pay period			
2 Deductions required to be withhled from gross earnings:			
a Federal withholding tax (for income tax)	\$ -		
b State withholding tax (for income tax)	\$ -		
c Employee portion of Social Security tax	\$ -		
d Employee portion of Medicare tax	\$ -		
e City withholding tax (for income tax)	\$ -		
f Total required deductions	\$ -		
3 Net earnings		\$ -	
4 Expenses per pay period			
a Transportation (transit pass, car insurance, etc.)	_____		
b Employment related (uniform, supplies, etc.)	_____		
c School related (supplies, other school fees, etc.)	_____		
d Other expenses (support of child and/or household)	_____		
e Total expenses	\$ -		
5 Amount available to be paid per pay period	\$ -	FALSE	
6 Amount to be paid per pay period			_____

## **Juvenile Estimated Payment Plan Calculator**

### **Definitions and Instructions**

#### **Hourly Rate**

This is the amount the juvenile earns per hour. This is an optional field. Enter the rate, which is used to calculate gross earnings.

#### **Hours Worked**

This is the average number of hours worked per pay period. This is an optional field. Enter the hours, which is used to calculate gross earnings.

#### **Line 1 – Gross Earnings**

This is the juvenile's salary each pay period before withholdings and deductions. This is a required field. If actual gross earnings are unknown and the hourly rate and hours worked were entered, then enter the calculated gross earnings located immediately above this line.

#### **Line 2 – Deductions**

a – Federal withholding tax – This is the amount of federal income taxes withheld each pay period. This is a required field. This amount is calculated by the calculator based on the gross earnings entered.

b – State withholding tax – This is the amount of state income taxes withheld each pay period. This is a required field. This amount is calculated by the calculator based on the gross earnings entered.

c – Employee portion of Social Security tax – This is the amount paid to Social Security (Old-Age, Survivors, and Disability Insurance or OASDI) each pay period. This is a required field. This amount is calculated by the calculator based on the gross earnings entered.

d – Employee portion of Medicare tax – This is the amount paid into the Medicare system each pay period. This is a required field. This amount is calculated by the calculator based on the gross earnings entered.

e – City withholding tax – This is the amount of city income taxes withheld each pay period. If applicable, this is a required field. This amount is calculated by the calculator based on the gross earnings entered.

f – Total required deductions – This is the total of lines 2a through 2e. This is a required field that is calculated by the calculator.

#### **Line 3 – Net earnings**

This is calculated by subtracting total required deductions (line 2f) from gross earnings (line 1). This is a required field that is calculated by the calculator.

#### **Line 4 – Expenses**

a – Transportation – This is an optional field. Enter the estimated amount the juvenile spends per pay period on transportation to and from school and/or work. Expenses may include transit pass, car insurance, gas, etc. (proof of payments should be provided).

b – Employment related – This is an optional field. Enter the estimated amount the juvenile spends per pay period on employment related expenses. Expenses may include required uniform, supplies, etc. (proof of payments should be provided).

c – School related – This is an optional field. Enter the estimated amount the juvenile spends per pay period on school related expenses. Expenses may include supplies, school fees, etc. (proof of payments should be provided).

d – Other expenses – This is an optional field. Enter the estimated amount the juvenile spends per pay period on other expenses not listed. Expenses may include support of a child and/or the household (proof of payments should be provided).

**Line 5 – Amount available to be paid**

This is the amount available to be paid to the court each pay period. This is calculated by subtracting total expenses (line 4e) from net earnings (line 3). This amount is calculated by the calculator.

**Line 6 – Amount to be paid**

This is the amount to be paid to the court each pay period. Enter the lesser of the amount available to be paid (line 5) or the total amount owed.