

**APPENDIX 4-L**  
**SAMPLE INVOLUNTARY ALLOTMENT LETTER**

[Court or Agency Letterhead]

Commander

[Finance Center Name & Address]

Re: [grade/rank] [full name] [SSN] [branch of service] (e.g., Chief Petty Officer John J. Doe, SSN: 123-45-6789, U.S. Navy)

Dear Sir/Madam:

I am writing this letter to request an involuntary allotment for the above servicemember pursuant to 42 U.S.C. § 665.

CPO Doe was required by a court order entered in the Apex County District Court (certified copy enclosed) to pay \$500 a month for child support. He has not made a payment in three months. Thus he has exceeded the amount due for two months, justifying an involuntary allotment, and he has an arrearage exceeding twelve weeks, justifying an additional 5% on the percentage limitation for income withholding.

I request that an involuntary allotment be started from this servicemember's active duty pay in the amount of \$500, the monthly support obligation created by the order. It should be paid to this agency at the following address:

[Insert the full name and address for the person or agency that is to receive the allotment--or, payment can be directly to the custodial parent.]

This involuntary allotment should continue in full force and effect until [insert date of emancipation for child or other applicable date].

I certify that I am an "authorized person" as that term is defined in 42 U.S.C. § 666 and 32 C.F.R. Part 54. I am an agent of a state with an approved Title IV-D program under the Social Security Act, and my duties include seeking recovery of amounts owed as child support or child and spousal support. Thank you for your attention to this matter.

Sincerely,

Child Support Enforcement Agent

Enclosure [copy of support order certified by the clerk of the issuing court]