



2.12 Accounts Payable Garnishment Procedure - Effective: October 24, 2013

Purpose: This procedure defines the procedure to handle requests for garnishments from non-payroll vendor payments.

Scope: This procedure applies to all governmental units, enterprise operations, and operations of the City of South Bend. This procedure does not apply to Century Center, Blackthorn Golf Course and other operations that have contracted with a third-party management company for operations of the facility.

Responsibility: This procedure is the responsibility of the Controller of the City of South Bend. Changes and revisions to this policy are effective only with the consent and approval of the Controller. The Accounts Payable team within the Department of Administration and Finance will administer this policy on a daily basis.

Effective Date: This procedure is effective October 24, 2013.

Accounts Payable Garnishment Procedures:

- The City of South Bend will promptly and fully comply with all valid accounts payable garnishment orders as issued by a court of law, Internal Revenue Service, or other authorized entity. Any questions regarding the validity of a garnishment order or its effective time period will be referred to the City of South Bend Legal Department.
- Accounts Payable will process payments to vendors with an outstanding garnishment order and will deduct from the payment the appropriate amount or percentage (i.e. 25%) as stated in the order. The amount deducted will be noted on the check stub that is sent to the vendor.
- The amount garnished will be posted to a liability account in the City trial balance for the fund affected. The name of this account shall be "A/P Garnishments Payable" and the account number will be xxx-xxx-219-01-00.
- Accounts Payable will issue a check for the garnishment remittance to the payee as stated in the garnishment order (i.e. Clerk of the Court) and the payment will be made from the A/P Garnishments Payable account.
- Accounts Payable will maintain a separate file and log sheet summarizing all payments made with respect to an individual garnishment order.
- Accounts Payable will receive approval from the City of South Bend Legal Department before adding, modifying or discontinuing any garnishment payments.

