

INCOME DEDUCTION ORDER (IDO)

TO BE COMPLIANT WITH STATE AND FEDERAL LAW, THE FOLLOWING FORMS ARE TO BE USED WHEN REQUESTING THE COURT ENTER AN INCOME DEDUCTION ORDER

- 12.928 Cover Sheet for Family Court Cases
 - 12.996 (a) Income Deduction Order
 - 12.996 (b) Notice to Payor
 - 12.996 (c) Notice of Filing Return Receipt
- Instructions to Federal Income Withholding Order (IWO)
- Federal Income Withholding Order (IWO)

These forms are available online at [the Florida state courts website](#), Self-Help, Family Law Forms or purchased from the Cashier at the Kim C. Hammond Justice Center.

1. The IDO & IWO must be all filled out (per instructions), except the portion reserved for the Judge's signature and date.
2. Provide four (4) copies of the IDO & IWO and three (3) stamped pre-addressed envelopes (one (1) addressed to the employer, one (1) addressed to petitioner and one (1) addressed to the respondent) to the Clerk of Court.
3. A written request for entry of the Income Deduction & Withholding Order should accompany the orders and a copy of the request must be provided to the respondent.
4. File with Clerk.