

**INCOME DEDUCTION ORDER (IDO)**  
**(Non-Title-IV-D Cases)**

**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
  
  - 12.996 (d)       Florida Addendum to Income Withholding Order
- Instructions to Federal Income Withholding Order (IWO)
- Federal Income Withholding Order (IWO)

These forms are available online at [www.flcourts.org](http://www.flcourts.org), Self-Help, Family Law Forms or at the Family Law Clerk's Office, Customer Service Windows, Richard O. Watson Judicial Center, 4010 Lewis Spdwy, St. Augustine, FL.

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.