UW System Vendor Levy Procedures

1) Vendor Levies are one time levies so no levy list is maintained.
2) When UWSA receives a levy they:
    a. Check 1099 detail record to see when vendor was last paid and by what campus;
    b. If an individual, check to see that the individual is not currently an employee;
    c. Check SFS to see if any recent payments have been made; and,
    d. Email campuses to see if there are any outstanding invoices or check not mailed.
3) If no payments are due, UWSA will complete the levy and return to the IRS.
4) If payments are due, UWSA will fax a copy of the levy to the campus to be enclosed with the invoice and a note to the vendor stating we have received this levy and are forwarding the payment of this invoice to the IRS. The campus will then issue a check payable to the United States Treasury and forward the check to UWSA, Attn Levy Accountant. UWSA will complete the levy and send the check to the IRs.

"For income other than wages and salaries and benefit and retirement income …, this levy is effective only for funds you owe the taxpayer now."   -- Levy instructions on Part 1 of the Levy notice