

### **252I.5 Administrative levy notice to financial institution.**

1. If an obligor is subject to this chapter under section 252I.2, the unit may initiate an administrative action to levy against the accounts of the obligor.
2. The unit may send a notice to the financial institution with which the account is placed, directing that the financial institution forward all or a portion of the moneys in the obligor's account or accounts to the collection services center established pursuant to chapter 252B. The notice shall be sent by regular mail, with proof of service completed according to rule of civil procedure 1.442.
3. The notice to the financial institution shall contain all of the following:
  - a. The name and social security number of the obligor.
  - b. A statement that the obligor is believed to have one or more accounts at the financial institution.
  - c. A statement that pursuant to the provisions of this chapter, the obligor's accounts are subject to seizure and the financial institution is authorized and required to forward moneys to the collection services center.
  - d. The maximum amount that shall be forwarded by the financial institution, which shall not exceed the delinquent or accrued amount of support owed by the obligor.
  - e. The prescribed time frame which the financial institution must meet in forwarding amounts.
  - f. The address of the collection services center and the collection services center account number.
  - g. A telephone number, address, and contact name of the child support recovery unit contact initiating the action.