PLEASE DO NOT DETACH THIS FORM

Michigan Department of Treasury
3793 (Rev. 01-16)

EMPLOYER - COMPLETE THIS SIDE
FINANCIAL INSTITUTION - COMPLETE REVERSE SIDE

Levy Action Report for Employer

The State of Michigan, Department of Treasury
vs.

EMPLOYER INSTRUCTIONS: Complete this form and return with a check payable to: State of Michigan - OC. Mail to Michigan Department of Treasury, P.O. Box 30158, Lansing, MI 48909-7658. See explanation of levy and instructions on the back of this form. **PLEASE TYPE OR PRINT LEGIBLY AND COMPLETE ALL REQUIRED FIELDS.**

Taxpayer Name (Required)	Employee's Social Security Number (Required)	Account Number on Levy Form 884 (Required)

TAX

At the time of service of the Notice of Levy (form 884), we were:

Employer Name (Required)

☐ NOT INDEBTED to the above named person due to:

- ☐ No record of person's employment.
- ☐ Employee terminated employment on: ____________(insert date)
- ☐ Employee was laid off on: ____________(insert date). Employee is expected back to work on: ____________(insert date).
- ☐ Other - Explain in full: ____________

☐ INDEBTED to the above named person (Complete levy computation below)

THIS IS A: ☐ **FIRST PAYMENT** ☐ **CONTINUOUS LEVY PAYMENT**

LEVY PAYMENT COMPUTATION:

1. Gross Pay .... 1. ________
Less: 2. F.I.C.A. .... 2. ________
3. Federal Income Tax .... 3. ________
4. State Income Tax .... 4. ________
5. City Income Tax .... 5. ________
6. Court Order (child support, garnishment, etc.)* .... 6. ________
7. Group Health and Life Insurance Premiums .... 7. ________
8. Retirement Contributions .... 8. ________
9. Personal Exemption Allowance (chart below) .... 9. ________
10. Total Subtractions. Add lines 2-9 .... 10. ________
11. PAYMENT ON LEVY. Subtract line 10 from line 1. Net Amount .... 11. ________ ← PAY THIS AMOUNT OR AMOUNT OF LEVY, WHICHEVER IS LESS

Signature of Person Preparing This Report	Print Preparer's Name and Title	Date Completed

PERSONAL EXEMPTION ALLOWANCE CHART

Pay Period	Taxpayer's Number of Dependents**					
	1	2	3	4	5	6 or More
Daily	$15.00	$20.00	$25.00	$30.00	$35.00	Add $5.00 for each additional dependent
Weekly	75.00	100.00	125.00	150.00	175.00	Add $25.00 for each additional dependent
Every Other Week	150.00	200.00	250.00	300.00	350.00	Add $50.00 for each additional dependent
Semi-Monthly	162.50	216.67	270.84	325.01	379.18	Add $54.17 for each additional dependent
Monthly	325.00	433.33	541.66	649.99	758.33	Add $108.33 for each additional dependent

** The Michigan Department of Treasury allows exemption of specific amounts of the taxpayer's salary or wages. The taxpayer may claim one dependent each for self and spouse, and also may claim as dependents anyone else for whom the taxpayer provides over one-half of the support during the pay period. If actual number of dependents is unknown, calculate based on one exemption for taxpayer or two if taxpayer is known to be married. (Example: For a family of 4 on a weekly pay period, the Personal Exemption Allowance is $150.00. A family of 6 on a semi-monthly pay period is allowed $433.35 for the Personal Exemption Allowance.)

Property Not Exempt From Levy - Amounts deducted from gross salary or wages for credit unions, savings bonds, mortgage payments, parking charges and other similar deductions are not exempt from levy.

Make Check Payable To → **STATE OF OF MICHIGAN - OC**

Mail To → **MICHIGAN DEPARTMENT OF TREASURY**
P.O. BOX 30158
LANSING, MICHIGAN 48909-7658

*Garnishment for Child Support to be treated as deduction even if served after this levy.

FOR DEPARTMENT USE ONLY

DO NOT DETACH THIS FORM

Name	
Address	
City	State	ZIP Code

FILL IN ALL REQUESTED INFORMATION.
BE SURE THE LISTED ITEMS ARE ENTERED.

1. TODAY'S DATE 2. TAXPAYER'S ACCOUNT NUMBER
3. NAME 4. STREET/MAILING ADDRESS
5. CITY, STATE & ZIP CODE 6. PAYMENT AMOUNT

AMOUNT OF YOUR PAYMENT
$

MAKE YOUR CHECK PAYABLE TO "STATE OF MICHIGAN - CD" AND REMIT TO ABOVE ADDRESS

3793 (Rev. 7-10)

Levy Action Report Payment Voucher

1. DATE	2. ACCOUNT NUMBER

PLEASE REMIT TO	STATE OF MICHIGAN - CD P.O. BOX 30158 LANSING, MICHIGAN 48909-7658

CONTACT PHONE NUMBERS	
LANSING	(517) 887-0022
ALL OTHERS	800-950-6227

Michigan Department of Treasury
3793 (Rev. 7-10)

Levy Action Report for Financial Institution

FINANCIAL INSTITUTION - COMPLETE THIS SIDE
EMPLOYER - COMPLETE REVERSE SIDE

INSTITUTION INSTRUCTIONS: Complete this form and return with a check payable to: State of Michigan - OC. Mail to Michigan Department of Treasury, P.O. Box 30158, Lansing, MI 48909-7658. See explanation of levy and instructions below. **PLEASE TYPE OR PRINT LEGIBLY AND COMPLETE ALL REQUIRED FIELDS.**

The State of Michigan, Department of Treasury
vs.

Taxpayer Name (Required)	Taxpayer's Social Security Number (Required)	Account Number on Levy Form 884 (Required)

At the time of service of the Notice of Levy (form 884), we were:

Financial Institution Name or Your Name if Designated as "Other Source" (Required)

☐ NOT INDEBTED to the above named person due to:

- ☐ No record of taxpayer.
- ☐ Other - Explain in full: ____________________

☐ INDEBTED to the above named person (Complete levy computation below).
LEVY PAYMENT COMPUTATION - List Amount on Deposit in All Accounts

Taxpayer has a Safe Deposit Box at this Institution. ☐ Yes ☐ No

Account	Amount	Account Number	Tax ID No. as Listed on Account Record	Account	Amount	Account Number	Tax ID No. as Listed on Account Record
1. Savings	$			7. Debit Card	$		
2. Checking	$			8. Share Acct.	$		
3. I.R.A.	$			9. Other	$		
4. Trust	$			10. Other	$		
5. Certificate of Deposit	$			11. Other	$		
6. Money Market	$			**Total 1-11**	$	← PAY THIS AMOUNT OR AMOUNT OF LEVY, WHICHEVER IS LESS*	

*** Make checks payable to "State of Michigan - OC" and mail to the address on the reverse side of this form.**

Signature of Person Preparing This Report	Print Preparer's Name and Title	Date Completed

In accordance with the provisions of P.A. 122 of 1941, as amended. A person who refuses or fails to surrender any property or rights to property subject to levy, upon demand is personally liable to the State of Michigan in an amount equal to the value of the property or rights not surrendered. In addition, the person shall be liable for a penalty equal to 50% of the amount recoverable plus costs, and interest will be charged as provided by statute.

NOTICE OF LEVY INSTRUCTIONS (Made under Section 25 of P.A. 122 of 1941, as amended.)

PROPERTY ATTACHED - The levy extends to property possessed and obligations existing at the time of service. For wages, the levy extends to all successive paychecks until amount of levy is paid to the State.
LIFE OF LEVY - The law provides that a wage levy is in effect until paid in full and no additional levy need be filed.
SUCCESSIVE SEIZURES - When the property levied upon does not satisfy the debt, additional levies may be issued whenever and as often as necessary to satisfy the debt. For wage levies, amended levies may be filed to collect additional tax, penalty and/or interest which might accrue, after the initial levy is satisfied.
EMPLOYER OR THIRD PARTY LIABILITY TO STATE - A person who fails to turn over property which has been levied upon is personally liable to the State for this amount, plus a 50% penalty, and interest will be charged as provided by statute.
EMPLOYER OR OTHER THIRD PARTY LIABILITY TO TAXPAYER - The Public Act under which the levy is issued provides that a person who surrenders such property discharges his/her obligation to the taxpayer for the same amount, and relieves the employer or other third party from further liability to the State.
PROPERTY EXEMPT FROM LEVY - Salaries or wages due the taxpayer are exempt from levy as outlined below:

(A) Judgements - Amounts directed to be paid to another person by a court order (garnishment, child support, etc.) served prior to this levy are exempt.
(B) IRS Levy - The amount required to be paid by an IRS levy served prior to this levy is exempt.
(C) F.I.C.A., Federal, State and Local Taxes - Amounts withheld from gross pay for these taxes are exempt.
(D) Insurance premiums and retirement contributions - The employee's share of insurance premiums and retirement contributions are exempt to the extent that such contributions are involuntary.
(E) Personal Exemption - The Michigan Department of Treasury allows exemption of specific amounts of taxpayer's salary or wages. The chart on the other side of this Disclosure Statement form shows the amounts exempt based on the number of dependents.

PROPERTY NOT EXEMPT FROM LEVY - Amounts deducted from gross salary or wages for credit unions, savings bonds, mortgage payments, parking charges and other similar deductions are not exempt from levy.

Michigan Accounts Receivable Collection System | From Lansing (517) 887-0022 | From all other areas 1-800-950-6227