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LABOR LAW POSTER SERVICES
MIKE
ATTN HUMAN RESOURCES /MIKE
5859 W SAGINAW HWY # 343
LANSING MI 48917-2460

February 4, 2016

ACCOUNT #: 1016035610

LETTER TO EMPLOYER & IMPORTANT NOTICE TO EMPLOYER

Dear Employer,

One of your employees has been identified as owing a delinquent nontax debt to the United States. The Debt Collection Improvement Act of 1996 (DCIA) permits Federal agencies to garnish the pay of individuals who owe such debt without first obtaining a court order. Enclosed is a Wage Garnishment Order directing you to withhold a portion of the employee's pay each pay period and to forward those amounts to us. We have previously notified the employee that this action was going to take place and have provided the employee with the opportunity to dispute the debt.

As both a businessperson and a taxpayer you can understand and appreciate the importance of ensuring that duly owed debts do not go unpaid. Your cooperation in complying with the enclosed Wage Garnishment Order will assist in our efforts to collect the billions of dollars in delinquent nontax debt owed to the United States. A Wage Garnishment Worksheet is enclosed to assist you in determining the proper amount to withhold.

Please read the enclosed documents carefully. They contain important information concerning your responsibilities to comply with this Order. If you have any questions, please call the contact name listed on the Order.

Thank you for your cooperation.

See reverse for Important Notice to Employer.

Enclosures: Wage Garnishment Order (SF-329B)
Wage Garnishment Worksheet (SF-329C)
Employer Certification (SF-329D)

STANDARD FORM 329A (11-98)
Prescribed by 31 CFR 285.11

IMPORTANT NOTICE TO EMPLOYER

FEDERAL LAW (31 U.S.C. 3720D, 31 C.F.R. 285.11) PROVIDES:

1. Federal law supersedes State law. Federal law applies to wage garnishment pursuant to the Wage Garnishment Order notwithstanding State law.
2. Disposable pay. For purposes of the Wage Garnishment Order, "disposable pay" means the employee's compensation (including, but not limited to, salary, overtime, bonuses, commissions, sick leave and vacation pay) from an employer after the deduction of health insurance premiums and any amounts required by law to be withheld. Proper deductions include Federal, State, and local taxes, State unemployment and disability taxes, social security taxes, and involuntary pension contributions, but do not include voluntary pension or retirement plan contributions, union dues, or amounts withheld pursuant to a court order, and the like. A Wage Garnishment Worksheet is included with the Wage Garnishment Order to assist the employer in calculating disposable pay and the wage garnishment amount.
3. Multiple Withholding Orders. If in addition to the Wage Garnishment Order you, as employer, are served with other withholding orders pertaining to the same employee, then you may withhold sufficient amounts to satisfy the multiple withholding orders simultaneously, up to the maximum amount of 25%. The Wage Garnishment Order should be paid before garnishment or withholding orders that you receive after you receive this one, EXCEPT that family support orders always should be paid first. Upon termination of the family support or prior withholding order(s), the amount withheld for the Wage Garnishment Order shall be increased to the amount stated in Section 2 of the Wage Garnishment Order.
4. Pay cycles. An employer is not required to vary its normal pay and disbursement cycles to comply with the Wage Garnishment Order.
5. Failure to comply. AN EMPLOYER WHO FAILS TO COMPLY WITH THE WAGE GARNISHMENT ORDER SHALL BE LIABLE FOR ANY AMOUNTS THAT THE EMPLOYER FAILS TO WITHHOLD UNDER THE WAGE GARNISHMENT ORDER, PLUS ATTORNEY'S FEES AND COSTS INCURRED BY THE CREDITOR AGENCY TO ENFORCE THE WAGE GARNISHMENT ORDER. IN ADDITION, THE EMPLOYER WHO FAILS TO COMPLY WITH THE WAGE GARNISHMENT ORDER MAY BE LIABLE FOR PUNITIVE DAMAGES AS DETERMINED BY A COURT OF COMPETENT JURISDICTION.
6. No retaliation. AN INDIVIDUAL MAY SUE ANY EMPLOYER WHO DISCHARGES FROM EMPLOYMENT, REFUSES TO EMPLOY, OR TAKES DISCIPLINARY ACTION AGAINST AN INDIVIDUAL SUBJECT TO A WAGE GARNISHMENT ORDER BY REASON OF THE FACT THAT THE INDIVIDUAL'S WAGES HAVE BEEN SUBJECT TO GARNISHMENT UNDER 31 U.S.C. 3720D. A COURT OF COMPETENT JURISDICTION SHALL AWARD ATTORNEY'S FEES TO A PREVAILING EMPLOYEE, AND, IN ITS DISCRETION, MAY ORDER REINSTATEMENT OF THE INDIVIDUAL, AWARD PUNITIVE DAMAGES AND BACK PAY TO THE EMPLOYEE, OR ORDER SUCH OTHER REMEDY AS MAY BE REASONABLY NECESSARY.

UNITED STATES GOVERNMENT
WAGE GARNISHMENT ORDER (SF-329B)



1. Date of this Order: 02/04/2016	2. Date Mailed to Employer: 02/04/2016	3. Creditor Agency Tracing No. (refer to this number in all correspondence): 1016035610
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RE:

4. Employee Name: LISA K HILBORN	5. Employee Social Security No.: 363-80-1456
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TO:

6. Employer: LABOR LAW POSTER SERVICES	7. Employer Mailing Address (include street address, P. O. Box, suite no., city, state, zip code): MIKE ATTN HUMAN RESOURCES /MIKE 5859 W SAGINAW HWY # 343 LANSING MI 48917-2460
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FROM:

8. Creditor Agency: COLLECTO, INC DBA EOS-CCA	9. Creditor Agency Mailing Address (include street address, city, state, zip code): US DEPARTMENT OF EDUCATION NATIONAL PAYMENT CENTER PO BOX 105081 ATLANTA GA 30348-5081
10. Contact Name: COLLECTO, INC DBA EOS-CCA	11. Telephone No.: 800-896-4539
12. Internet e-mail address:	13. Fax No.:

14. Amount Due: \$59,428.03	15. As of (Month/Day/Year): 02/04/2016
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Note : The amount due may be increased as a result of additional interest, penalties, and other costs being assessed by the Creditor Agency.

Section 1. ORDER. YOU, the Employer, are hereby ORDERED to deduct from all disposable pay paid by you to the Employee the Wage Garnishment Amount described in Section 2 of this Order. You are ordered to begin deductions on the first pay day after you receive this Order. If the first pay day is within 10 days after you receive this Order, you may begin deductions on the second pay day after you receive this Order. You are ordered to continue deductions until you receive notification from the Creditor Agency to suspend or discontinue deductions. YOU are further ORDERED to pay the Creditor Agency all Wage Garnishment Amounts deducted by you under

this order within three (3) business days of the withholding. Employers are encouraged to make payments electronically, if possible, as follows:

16. ABA Routing No.:	N/A	17. Account No.:	N/A	18. Agency Location Code (ALC) No.:	N/A
19. Account Title:	N/A	20. Other information required (i.e., tracking no., debtor name, etc.): N/A			

Otherwise, mail checks (postmarked with 3 business days of the withholding) to:

21. Mailing address for check payments: US DEPARTMENT OF EDUCATION NATIONAL PAYMENT CENTER PO BOX 105081 ATLANTA GA 30348-5081
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Section 2. WAGE GARNISHMENT AMOUNT.

(a) The Wage Garnishment Amount is \$ _____ per pay period in accordance with an agreement between the Creditor Agency and the Employee.

-OR-

(b) The Wage Garnishment Amount for each pay period is the lesser of:

(1) 15 % of the Employee's disposable pay (*not to exceed 15%*);

(2) the garnishment amount set forth in 15 U.S.C. 1673(a)(2) (the amount by which the employee's disposable pay exceeds an amount equivalent to 30 times the minimum wage); or

(3) 25% of the Employee's disposable pay less the amounts withheld under the withholding orders with priority. A withholding order with priority is a valid, legally enforceable withholding order that either (1) was received by the Employer prior to this Order, or (2) is an order for family support regardless of date received. Upon termination of any withholding order with priority or upon receipt of an order for family support subsequent to the receipt of this Order, the amount withheld for this order shall be recalculated based on the formula described in this Section 2(b).

Note: The Employer may use the attached Wage Garnishment Worksheet to calculate the Wage Garnishment Amount.

CREDITOR AGENCY CERTIFICATION. The CREDITOR AGENCY hereby certifies that this Order is issued in accordance with the requirements of 31 U.S.C. 3720D and 31 C.F.R. 285.11 and is mailed to the Employer on the date shown above.

Mark LaVia

CREDITOR AGENCY SIGNATURE

Print Name: Mark LaVia

EMPLOYER CERTIFICATION (ED-329D)

NOTICE TO EMPLOYERS: THE EMPLOYER MUST COMPLETE AND RETURN THIS CERTIFICATION TO THE CREDITOR AGENCY WITHIN 20 DAYS OF RECEIPT.

To be completed by Creditor Agency:



Date of this Order: 02/04/2016	Date Mailed to Employer: 02/04/2016	Creditor Agency Tracking No.: 1016035610
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Creditor Agency: COLLECTO, INC DBA EOS-CCA	Creditor Agency Mailing Address (include street address, city, state, zip code): US DEPARTMENT OF EDUCATION NATIONAL PAYMENT CENTER PO BOX 105081 ATLANTA GA 30348-5081
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Employee Name: LISA K HILBORN	Employee Social Security No.: 363-80-1456
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The remainder of the Employer Certification is to be completed by Employer:

Employer Name: Mandatory Foster Agency THE LABOR LAW POSTER SERVICE	Employer Taxpayer Identifying Number: 38-3468792
Employer Address (for future correspondence on this matter): 5859 W. Saginaw Hwy., #343 Lansing, MI 48917	Employer Contact Name: Michael Bishop
Employer Telephone No.: (517) 321-4144 X355	Employer E-mail Address: mikeb.llps@comcast.net
Employer Fax No.: (517) 321-9441	

Note: The Employer Taxpayer Identifying Number, required by 31 U.S.C. § 7701(c), will be used to collect and report any delinquent amounts owed by the Employer under this Order.

1. The Employer received the Wage Garnishment Order concerning the above named employee on 2/13/16.
2. *Check one of the following:*
 - a. ☒ The above named Employee is currently employed with this Employer, or
 - b. ☐ The above named Employee is no longer employed by this Employer.

Please provide the following information for employees no longer employed:

Employment Termination Date:	Employee's current employer (if known):
Employee's last known address and telephone no. (if known):	

Note: If the Employee is no longer employed with this Employer, the Employer does not need to complete the rest of this Certification. Sign and date this Certification on page 2 and return to the Creditor Agency.

3. Please provide the following information for the **current pay period only**. Or, you may attach a copy of a completed Wage Garnishment Worksheet to this Certification:

Gross amount paid to Employee (indicate whether hourly, weekly, annually, etc.):	Wage Garnishment Amount:
\$	\$
Pay Interval (Select One):	
☒ Weekly or less	
☐ Every other week	
☐ Two times per month	
☐ Monthly	
☐ Other(Specify _____)	

4. If the Employee's wages are subject to withholding orders with priority, please complete the following:
A withholding order with priority is one received by the Employer prior to this Order or an order for family support received at any time. Upon termination of the family support or prior withholding order, the amount withheld for this Order shall be increased.

List All Withholding Orders With Priority	Date Served On Employer	Approx. Date Withholding Expected To End (if known)
FORWARDER SERVICE	2/18/16	
VIOLATION		

The person signing below hereby certifies that he or she is a duly authorized representative of the Employer, and that the above information is accurate to the best of his or her knowledge and belief.

Michael J Bishop

SIGNATURE OF EMPLOYER REPRESENTATIVE

2/18/16

DATE

Print Name: Michael Bishop

Title: Operations Manager

Telephone No.: (517) 321-4144 X355