

Garnishment Worksheet

Employee Name: _____ Social Security Number: (last 4 digits) _____

Employer Name: _____ Garnishment ID: _____

Complete this worksheet within 10 days after the end of each pay period.

Make copies of this worksheet to report future pay periods.

See the attached instructions and definitions.

Date paid (month/day/year) _____ **Pay period** from _____ to _____

1. Gross Wages (amount before deductions) for this pay period \$ _____

2. Deductions (required by law, such as federal and state tax, Social Security, Medicare) \$ _____

A. Disposable Wages (Line 1 minus Line 2, enter the amount) \$ _____

B. Minimum wage limit (select the amount below). \$ _____

If this employee is paid

Enter this amount

Weekly or less \$ 290.00

Every other week \$ 580.00

Twice per month \$ 628.33

Monthly \$ 1,256.67

C. Line A minus Line B, enter the amount (if less than zero, enter 0) \$ _____

D. Enter 25% of Line A (multiply Line A by 0.25) \$ _____

3. Enter the amount from Line C or D (whichever is less) \$ _____

4. Set off – Amounts the employee owes you (include the amount, purpose, and date the debt was incurred on the back.) \$ _____

5. Other creditors, including child support and other garnishments (Include name, reason, amount, and date of claim on the back.) \$ _____

6. Subtotal (add Line 4 and Line 5, enter the amount) \$ _____

7. **Total due** (Line 3 minus Line 6, enter the amount) **Withhold and pay this amount** \$ _____

Affirmation: I _____ (name of person completing this worksheet), am the garnishee (employer) or I am authorized by the garnishee to complete this garnishment disclosure worksheet, and have done so truthfully, and to the best of my knowledge.

Signature _____ Date _____

Title _____ Phone number _____

Send the completed worksheet with your check:

1. Pay the amount on line seven of the worksheet.
2. Make your check payable to the **Minnesota UI Trust Fund**.
3. Write the **employee's name** and **Garnishment ID** on the check.
4. Mail this completed worksheet and payment to:

Minnesota Unemployment Insurance Program
Compliance Unit – Garnishments
PO Box 4629
St Paul, MN 55101-4629

Continue to withhold wages until we send you a Release of Wage Garnishment.

Garnishment Worksheet Instructions

Date paid – Enter the date you paid this employee.

Pay period – Enter the pay period begin and end dates. If the employee does not have a regular pay period, the pay period is the fifteenth and the last day of each month.

Line 1. Gross wages – The compensation paid or payable to an employee (before deductions) for the pay period. This includes (but is not limited to) wages, salaries, commissions, bonuses, vacation pay, sick pay, PTO pay, tips and gratuities, severance pay, periodic payments from a pension or retirement program. (**Do not** include expense reimbursement for mileage, meals, lodging, or parking fees.)

Line 2. Deductions – Include only the amounts required by law to be withheld, such as federal and state taxes, Social Security, and Medicare. (**Do not** include health insurance, charitable contributions, or other voluntary wage deductions.)

A. **Disposable wages** – (Line 1 minus Line 2) – The amount remaining each pay period after subtracting the deductions required by law from gross wages.

B. **Minimum wage limit** – The wages allowed your employee before garnishment withholding. **Do not use actual hours worked.**

The minimum wage limit is 40 times the federal minimum hourly wage of \$7.25.

Select the amount based on how often this employee is paid and enter the amount on line B of the worksheet.

This is how we calculate the amount:

Weekly or less: $40 \times \$7.25 = \290.00
(40 hours X min hourly rate = amount)

Every other week: $2 \times 40 \times \$7.25 = \580.00
(2 weeks x 40 hours X min hourly wage = amount)

Twice per month: $\$290.00 \times 52 \div 24 = \628.33
(weekly amount X 52 weeks ÷ by 24 months = amount)

Monthly: $\$290.00 \times 52 \div 12 = \$1,256.67$
(weekly amount X 52 weeks ÷ 12 months = amount.)

Note: The amounts will change if the federal hourly minimum wage changes.

C. **Line A minus Line B** (if less than zero, enter 0).

D. **25% of disposable wages** – Multiply the amount of disposable wages on Line A by 0.25 and enter the total.

Line 3. Enter the amount from Line C or D (whichever is less).

Line 4. Set off – Enter the amount this employee owes you on the back of the worksheet. For example, a loan or advances for tools, uniforms, and supplies. The debt must have been incurred **more than 30 days prior** to receiving this notice. You must include the amount, purpose, and date the debt was incurred.

Line 5. Other creditors (adverse interest) – Enter the amount claimed by other creditors against this employee's wages on the back of the worksheet. You must include the name, reason, amount, and date of their claim.

Child support – include all child support orders, regardless of when received.

Other garnishments – Include the total amount of any garnishments you received before this one.

Line 6. Subtotal – Add Line 4 and Line 5.

Line 7. Total due – Line 3 minus Line 6. Withhold this amount and send your check to the Minnesota Unemployment Insurance Program. Make checks payable to the Minnesota UI Trust Fund.