

DATE: [Date]

TO: [Employer Name/Payroll Department]

[Employer Address]

[City, State, Zip Code]

RE: Notice of Wage Garnishment and Interrogatories

Judgment Debtor (Employee): [Employee Name]

Court Case Number: [Case Number]

Total Amount Due: \$[Amount]

To the Employer:

Enclosed please find a Writ of Garnishment issued by the [Name of Court]. You are hereby commanded to withhold a portion of the earnings of the above-named employee in accordance with the laws of this state to satisfy a legal judgment.

REQUIRED ACTIONS:

1. **Commence Withholding:** Immediately begin withholding the legally allowed percentage of the employee's disposable earnings.
2. **Complete Interrogatories:** You are required by law to answer the following interrogatories under oath and return them to the undersigned within [Number] days.
3. **Remit Funds:** Send the withheld funds to [Name and Address for Payment].

EMPLOYER'S INTERROGATORIES

1. Is the Judgment Debtor currently employed by your organization?

Answer: _____

2. If yes, what is the employee's pay frequency (weekly, bi-weekly, monthly)?

Answer: _____

3. What are the employee's gross earnings per pay period?

Answer: _____

4. Are there any prior garnishments or child support orders currently in effect for this employee?

Answer: _____

5. If the employee is no longer employed, provide their last known address and the date of termination.

Answer: _____

CERTIFICATION

I declare under penalty of perjury that the foregoing answers are true and correct to the best of my knowledge.

Authorized Signature of Employer

Printed Name and Title

Date

SENDER INFORMATION:

[Your Name/Law Firm Name]

[Your Address]

[Your Phone Number]