

**BEFORE FILING A WAGE CLAIM  
PLEASE READ THESE INSTRUCTIONS CAREFULLY**

**IMPORTANT:** By filing this claim with the Wage & Hour Division, you are electing a remedy which may prevent you from pursuing this claim elsewhere, including civil court

A wage claim may be filed in person from 8 a.m. to 5 p.m., Monday through Friday, at the street address below:  
7150 Harris Drive  
Dimondale, MI 48821

or by mailing the completed form to:

P.O. Box 30476  
Lansing, MI 48909-7976

You may file online on our website at: [www.michigan.gov/wagehour](http://www.michigan.gov/wagehour)

**DO NOT FILL OUT THE EMPLOYMENT WAGE COMPLAINT FORM IF:**

- You did not perform work in Michigan.
- Your employer has filed bankruptcy or has been determined bankrupt. If so, you will need to contact the Bankruptcy Court for further instructions.
- You were a volunteer, independent contractor, subcontractor, owner/operator, or self-employed.
- You have filed a law suit against the employer for the same wage or fringe benefit issues.
- You have already received a civil court judgment involving the same wage or fringe benefit issues.
- You do not know your employer's complete business name and mailing address.
- You are trying to obtain a W-2 or 1099 tax form, contact the Internal Revenue Service at 1-800-829-1040.
- You are seeking unemployment benefits. Contact the Unemployment Insurance Agency at 1-866-500-0017 or online at <http://www.michigan.gov/uia> for assistance with unemployment compensation questions.
- Your claim for wages and/or fringe benefits earned and due is beyond the 12-month statute of limitations.
- Your claim for minimum wage or overtime wages is beyond the 3-year statute of limitations.

**PROVIDE ALL THE REQUESTED INFORMATION BELOW AND COMPLETELY FILL OUT THE EMPLOYMENT WAGE COMPLAINT FORM WITH:**

- Your name, complete mailing address and telephone number, **and**
- The complete name and mailing address of your employer, **and**
- Your reason for filing the claim **including** the period claimed **and** total amount claimed for **each** issue claimed.
- Copies of documents as evidence should be included with your claim, such as an employment contract, wage agreement, collective bargaining agreement, commission statements, invoices, time records, list of hours worked, check stubs, W-2, written fringe benefit (vacation pay, sick pay, holiday pay, paid time off, bonus, expense reimbursement) policy or contract.

**NOTE:** Filing this complaint does not guarantee payment or a finding in your favor.  
An incomplete form will be returned to you.

**INVESTIGATION PROCESS**

- The claim is assigned to an investigator to review for completeness and determine if the claim is within the authority of the Wage & Hour Division. If the claim is within the Division's authority, the parties to the claim are notified by mail that the claim is opened and the claim is being investigated.
- All Investigators work on a first-in, first out basis and will thoroughly investigate and resolve the claim in compliance with the law when it comes up in rotation on his or her caseload.
- The time required to complete an investigation depends on the cooperation of the parties involved in the process and the complexity of the claim.
- You will be contacted if additional information is required and upon conclusion of the investigation.

**YOU MUST NOTIFY THE DIVISION IF:**

- You receive any payment directly from the employer.
- You change your address or contact telephone/cell phone number.
- **Failure to report this information will delay the investigation of your complaint.** Also, the division can not mail any payments received from the employer to you without your current address.

**CLAIM NUMBER:**

<p><b>EMPLOYMENT WAGE COMPLAINT</b>                  Michigan Department of Licensing and Regulatory Affairs                  Michigan Occupational Safety &amp; Health Administration                  Wage &amp; Hour Division                  Mailing Address: P.O. Box 30476                  Lansing, MI 48909-7976                  Telephone: 517.322.1825                  Website: www.michigan.gov/wagehour</p>		<p><b>IMPORTANT: By filing this claim with the Wage &amp; Hour Division, you are electing a remedy which may prevent you from pursuing this claim elsewhere, including civil court.</b></p> <p>LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities for the purpose of accessibility under state and federal law. Please call 517.322.1825 to make your needs known to this agency.</p>	
<p><b>EMPLOYEE INFORMATION. Please Print</b></p>			
LAST NAME, FIRST NAME, MIDDLE INITIAL <input checked="" type="checkbox"/> MR. <input type="checkbox"/> MS. Jones Patrick D		LAST 4 NUMBERS OF SOCIAL SECURITY NUMBER: 1234	
ADDRESS (STREET NUMBER AND NAME): 123 Oak St.		BIRTH DATE: 10/20/1978	
CITY, STATE, ZIP: Lansing, MI 48900		COUNTY: Ingham	
EMAIL ADDRESS: pjones@email.com	PRIMARY TELEPHONE NUMBER: 517-555-1212	DAYTIME TELEPHONE NUMBER: 517-555-1212	
CONTACT INFORMATION FOR SOMEONE WHO WILL ALWAYS KNOW HOW TO REACH YOU. Sally Smigh, 122 Oak St., Lansing, MI 48900 517-555-1111			
<p><b>ADDRESS WHERE YOU WORKED (STREET NUMBER AND NAME):</b></p> 987 Maple St.			
CITY, STATE, ZIP: Dimondale, MI 48900		COUNTY: Eaton	
<p><b>START DATE OF EMPLOYMENT (MONTH/DAY/YEAR):</b></p>		<p><b>LAST DATE WORKED (MONTH/DAY/YEAR):</b></p>	
<p><b>EMPLOYMENT STATUS:</b>  <input type="checkbox"/> QUIT <input type="checkbox"/> DISCHARGED <input checked="" type="checkbox"/> STILL EMPLOYED</p>		<p><b>HOW OFTEN WERE YOU PAID?</b>  <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> BI-WEEKLY <input type="checkbox"/> SEMI-MONTHLY <input type="checkbox"/> MONTHLY</p>	
<p><b>LIST YOUR RATE OF PAY.</b>                  PROVIDE A COPY OF YOUR CHECK STUB.</p>	PER HOUR \$ 10.00	SALARY \$	COMMISSION \$
<p><b>IF SALARIED, HOW MANY DAYS/HOURS WERE YOU REQUIRED TO WORK EACH WEEK OR PAY PERIOD?</b></p> 4	<p><b>WHAT WAS/IS YOUR JOB TITLE?</b>                  parts installer</p>		
<p><b>EMPLOYER INFORMATION. Please Print</b></p>			
BUSINESS NAME: My Business Inc.		TYPE OF BUSINESS (IF KNOWN): Manufacturer	
BUSINESS ADDRESS (STREET NUMBER AND NAME): 987 Maple St.			
CITY, STATE, ZIP: Dimondale, MI 48900		COUNTY: Eaton	
TELEPHONE NUMBER: 517-999-9999	FAX NUMBER: 517-999-9998	EMAIL OR WEBSITE ADDRESS OF EMPLOYER (IF KNOWN): www.mybusiness.net	
NAME OF PERSON IN CHARGE OF DAY-TO-DAY OPERATIONS:		LIST THE APPROXIMATE NUMBER OF EMPLOYEES: 10	
<p><b>WAS YOUR EMPLOYMENT GOVERNED BY MORE THAN ONE EMPLOYER? IF SO, LIST BELOW THE ADDITIONAL EMPLOYER'S NAME, ADDRESS, CITY, STATE, ZIP CODE, AND TELEPHONE NUMBER OR ATTACH AN ADDITIONAL SHEET LISTING THE INFORMATION.</b></p> no			

**THIS CLAIM WILL BE RETURNED IF A CLAIM AMOUNT AND A CLAIM PERIOD ARE NOT PROVIDED.**

**Filing this complaint does not guarantee payment or a finding in your favor.**

**Please provide documentation to substantiate your claim, for example, pay stubs, time sheets, written policies, etc.**

Your Reason for Filing this Claim	Period of Claim Month/Day/Year to Month/Day/Year		Calculate the Amount Claimed for Each Selection Attach additional sheets if necessary	Amount Claimed
<b>WAGES</b>			Example: Hourly = 80 hours X \$10.00/hr.	\$800.00
Hourly	7/2/2010	7/13/2010	20 hours x \$10 per hr = \$200	200.00
Salary				
Commissions (Provide list of commissions)				
Piece Rate / Other				
Unauthorized Deductions				
<b>FRINGE BENEFITS</b> (Provide written policy or contract)			Example: Vacation Pay =80 hours X \$10.00/hr	\$800.00
Vacation Pay				
Paid Time Off				
Holiday Pay	7/4/2010	7/4/2010	July 4th 8 hours x \$10 = \$80.00	80.00
Sick Pay				
Expense Reimbursement (Provide list of expenses)				
Bonus (List type of Bonus)				
<b>MINIMUM WAGE</b>			Example: MW = 40 hours X \$7.40/hr.	\$296.00
<b>OVERTIME</b>			Example: OT = 100 OT hours X \$15.00/OT hr.	\$1,500.00
<b>TOTAL GROSS (before tax deductions) AMOUNT CLAIMED</b>				\$ 280.00
Are you filing a complaint for pay stubs or wage statements you did not receive?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please list dates you did not receive a pay stub or wage statement:				

PLEASE ANSWER THE FOLLOWING		
	YES	NO
HAVE YOU FILED A LAW SUIT AGAINST THE EMPLOYER ON THE ISSUES OF THIS CLAIM?		X
IF CLAIMING FRINGE BENEFITS, WAS A WRITTEN POLICY OR CONTRACT IN EFFECT DURING YOUR EMPLOYMENT? IF YES, PLEASE PROVIDE A COPY OF THE WRITTEN POLICY OR CONTRACT.		X
DOES THE BUSINESS MAKE MORE THAN \$500,000/YEAR OR TRANSPORT GOODS OUTSIDE OF MICHIGAN?	X	
WAS YOUR EMPLOYMENT COVERED BY A UNION CONTRACT? IF YES, PLEASE SUBMIT A COPY OF THE CONTRACT.		X

<b>CERTIFICATION:</b> I certify to the best of my knowledge and belief that this is a true statement of wages and/or fringe benefits due me. I will inform the department if any of the following occur: change of name, address, and/or telephone number for myself and/or employer, or a direct payment and/or settlement of the claim.	
<b>Signature of Complainant:</b>	<b>DATE:</b> 7/20/2010