

BEFORE FILING A WAGE CLAIM,  
PLEASE READ THESE INSTRUCTIONS CAREFULLY!

**Do Not Fill Out The Wage Complaint Form If:**

- < You acted as an "independent contractor" and not as an "employee" of the business.
- < You are self-employed or an owner/operator.
- < You have filed suit against your employer for the same wage or fringe benefit claim.
- < You already have a civil court judgment involving this claim.
- < You are trying to obtain a W-2 or 1099. If so, you should contact the Internal Revenue Service at 1-800-829-1040.
- < Your employer has filed bankruptcy or has been determined bankrupt. If so, you will need to contact the Bankruptcy Court for further instructions.
- < You do not know your employer's address or location.
- < You intend to file against more than one business. Use a separate wage claim form for each business against whom you wish to file a claim. Also, each claimant intending to file against an employer must use a separate claim form.
- < The statute of limitations for your claim has expired. A 3-year statute of limitations applies when a claim is for unpaid minimum wages, unpaid overtime compensation, and/or equal pay. A 1-year statute of limitations applies when the claim includes wages, commissions, illegal deductions, and/or fringe benefits such as vacation pay, holiday pay, sick pay, bonus, or reimbursable business expenses earned according to a written contract or written policy. A claim alleging discharge or retaliation for filing a wage or fringe benefit complaint must be filed within 30 days of the discharge or retaliatory action.

**FILING A WAGE CLAIM**

**IF CLAIM FORM IS NOT COMPLETED AS INDICATED IN THESE INSTRUCTIONS IT MAY BE RETURNED TO YOU.**

Read all questions on the claim form carefully before answering. Fill out the claim form completely, legibly and accurately, providing as much of the requested information as possible. In order for your claim to be processed the following information must be provided:

- < Your name and complete street address
- < Provide a telephone number where you may be reached during the day. If your address or **telephone number changes, it is your responsibility to notify the Department immediately or your claim may be closed.**
- < Provide the name of the business or person that employed you, the correct address, and telephone number. Your claim will be returned if a complete address is not provided.
- < List a dollar amount due for each type of unpaid wage and/or fringe benefit claimed and explain how the amount was determined. Your claim will be returned if an amount is not provided.
- < Provide the time period during which the amount claimed was earned and should have been paid.
- < Sign and date the Wage Complaint Form. **Your form will be returned if not signed.**
- < Attach copies of any documents that you have which support your claim such as an employment contract, time records, check stubs, fringe benefit policies, etc.

A wage claim may be filed in person from 8 a.m. to 5 p.m., Monday through Friday, or by mailing to:

**Department of Consumer & Industry Services  
Wage and Hour Division  
7150 Harris Drive, Box 30476  
Lansing, Michigan 48909-7976**

**When your claim form is received by the Wage and Hour Division the following steps are taken:**

1. The claim form is given to an investigator to review. The investigator determines if all of the required information is on the claim form and whether investigation of the claim is within the division's authority.
2. The claim is then opened and a notification letter sent by the division to the employer requesting a written response within 10 days. The letter requests documentation regarding the claim that has been filed and/or a check for any portion of the claim not disputed. Any monies received will be forwarded to you. You do not need to contact the Wage and Hour Division to receive payment.
3. All investigators work on a first-in, first-out basis. This means that you will not be contacted by the investigator assigned to your claim until the claim comes up in rotation on his/her caseload. This may take a while. An investigation usually begins 30-60 days after a complaint is received. The time required to complete an investigation depends on your cooperation, your employer's cooperation, and the complexity of the claim. In the interim, you should obtain whatever records or documentation that you have to support your claim and have it available when you are contacted by the investigator.
4. It is important that you notify the Wage and Hour Division of any change in your address or daytime phone number. Failure to report this information will delay the investigation of your complaint. In addition, the division cannot mail any monies received without a current address.

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