

Garnishment Filing – Comprehensive Q&A Document

Submission Timing & Early Filing

- Q: If we submit early or by the November 3 deadline and a party pays the debt, should we hold the orders of Garnishments until January?**
- A:** No. Writs of Garnishment orders should be filed as soon as they are available. If the debt is paid, a Garnishment Release should be mailed to: *Michigan Department of Treasury, Third Party Withholding Unit, P.O. Box 30785, Lansing, MI 48909*
- Q: Is early submission still accepted?**
- A:** Yes. Early submission is accepted between September 19 and October 24, 2025. Files submitted during this period will be tested, and any errors will be communicated so they can be corrected before the November 3 deadline.
- Q: Will early payments be accepted before November 3?**
- A:** Yes. Payments can be mailed before November 3. If both the file and payment are received and pass validation by November 3, the service date will be preserved as November 3.
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Filing Methods & Requirements

- Q: Will paper filings eventually be phased out?**
- A:** While paper filings are still accepted, Treasury strongly encourages electronic submissions via eService or FTS due to efficiency and accuracy.
- Q: Can we use both FTS and eService to submit garnishments?**
- A:** Yes. You may use both methods depending on the volume of garnishments being submitted. eService is best for submitting 50 or fewer garnishments. FTS is best for submitting 51 or more garnishments.
- Q: If we file more than 50 garnishments, can we still submit a single one later if it comes in late?**
- A:** Yes. If you have additional garnishment submissions of **50 or less**, you will want to use eService.
- Q: If filing 50 or fewer garnishments, do we need to use the EDP layout or include a transmittal form?**
- A:** EDP layout is not required for eService. However, a transmittal form must still be included with each submission.
- Q: If using the electronic filing for up to 50 garnishments, is it necessary to upload the PDFs individually or is there an option to upload them as a batch?**
- A:** You must upload the PDFs individually, but you can upload up to 50 individual PDFs per eService submission.

- Q: If using the electronic filing for up to 50 garnishments, is there a data file submission requirement, as there is with the 50+ option?**
- A:** No. When using eService, you are only required to upload garnishments in PDF format.
- Q: Are format requirements, etc., which reference FTS and EDP only applicable to submissions of 51 or more garnishments?**
- A:** Yes. If you are using eService, and submitting 50 or less, you are only required to upload garnishments in PDF format.
- Q: Can I file 2 batches of 50 garnishments?**
- A:** Yes. If you use eService, you can submit 2 or more batches of 50 garnishments.
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Transmittal Forms & Corrections

- Q: If a correction is needed that would cause for the transmittal form to need an update, does this negate the submission of the entire file that was submitted?**
- A:** Once your correction is made to the DAT file, if the transmittal form needs updating, you must update the transmittal and resubmit the new transmittal with the corrected DAT file(s).
- Q: If a correction is needed that affects the transmittal form, does the entire file need to be resubmitted?**
- A:** Yes. If the transmittal form needs to be updated, the corrected version must be resubmitted with the entire file to ensure alignment.
- Q: What format does the transmittal need to be in? .xps? .csv?**
- A:** Transmittals should be in PDF format.
- Q: Just to clarify, if you have multiple transmittal forms, separate checks will need to be submitted for each form?**
- A:** Yes, that is correct. When you mail the check, be sure to include a copy of the corresponding transmittal form.
- Q: If we don't know the check number at the time of FTS submission, what should we do?**
- A:** You must include a check number on the transmittal form. Please prepare the check before submitting the DAT files to avoid delays.
- Q: What format should the transmittal be in?**
- A:** Transmittals must be submitted in PDF format.

EDP Layout & File Format

- Q:** On Form 2142, what should be entered in the File Order Number if the total number of files is unknown?
- A:** Use sequential numbering (e.g., 1, 2, 3...). Continue from the last number for subsequent submissions. Avoid duplicates.
- Q:** What is a .dat filing?
- A:** A .dat file is a structured data file required for FTS submissions. Refer to the EDP File Layout Guide for details.
- Q:** Will the DAT file be screened for errors before November 3?
- A:** Yes. Files submitted during the early submission window will be tested, and errors will be communicated.
- Q:** Has the EDP layout changed since last year?
- A:** No significant changes have been made. Refer to the 2025 EDP File Layout Guide to confirm formatting.

Court Codes & ZIP Codes

- Q:** Have there been any changes to court codes or ZIP codes since last year?
- A:** There have been no known changes to the court numbers or zip codes since last year; however, it is always best to err on the side of caution and double check that your court numbers and zip codes are correct according to the Court Code Directory on our website.
- Q:** In years past, you have provided a list of courts that have changed from the previous year. Can you clarify if any of the courts have changed from last year and if so which ones?
- A:** There have been no known changes to the court numbers or zip codes since last year; however, it is always best to err on the side of caution and double check that your court numbers and zip codes are correct according to the Court Code Directory on our website.

Releases, Disclosures & Contact Info

- Q:** Are faxed garnishment releases still accepted?
- A:** Only for **emergency releases**. Otherwise, releases must be **mailed** to:
Michigan Department of Treasury
Third Party Withholding Unit

*P.O. Box 30785
Lansing, MI 48909*

Q: Since garnishment releases can no longer be faxed (mail in only), is it possible to have a feature added to the website to release the garnishment?

A: Thank you for your suggestion. This will be taken into consideration for future enhancements.

Q: Who do we contact if we receive a garnishment disclosure but no payment?

A: There are three ways to contact us: 1) Visit www.michigan.gov/garnishment and use the “contact us” feature, 2) email treas-collections-TPWUnit@michigan.gov, or 3) contact Third Party Withholding, 517-636-5265, option 2.

Q: What is the best way to contact Treasury if we have any questions related to a disclosure we receive?

A: There are three ways to contact us: 1) Visit www.michigan.gov/garnishment and use the “contact us” feature, 2) email treas-collections-TPWUnit@michigan.gov, or 3) contact Third Party Withholding, 517-636-5265, option 2.

Q: Will there be a contact number/person provided during the filing year?

A: There is no longer a single point of contact. There are three ways to contact us: 1) Visit www.michigan.gov/garnishment and use the “contact us” feature, 2) email treas-collections-TPWUnit@michigan.gov, or 3) contact Third Party Withholding, 517-636-5265, option 2.

Annual Requirements & Integration

Q: If we submitted via FTS last year, do we need to submit a test file again this year?

A: No. Returning FTS filers do not need to submit a new test file unless their system or formatting has changed.

Q: Will Treasury work with DTMB to integrate garnishment systems via API?

A: Treasury is exploring long-term integration solutions. Currently, filers must work with their IT teams to meet formatting requirements.

Presentation Materials

Q: Will we receive a copy of the PowerPoint presentation from the session?

A: We will not be sending the PowerPoint presentation; however, you will be able to access a recording of this presentation on our website.

PDF Upload Issues

Q: I uploaded my PDF file to FTS, but the progress still shows 0% after a long time. What should I do?

A: This is a known issue. PDF files uploaded directly to FTS may not process correctly and can remain stuck at 0%. To resolve this, please compress your PDF into a 7-Zip (.7z) file before uploading.

Q Why isn't there a countdown or timeout warning like in previous years?

A: The FTS interface may not display the countdown timer or timeout warnings consistently. This does not necessarily indicate an error, but if your upload remains at 0% for an extended period, it's best to try the 7-Zip method.

Q: How do I create a 7-Zip (.7z) file?

- A:**
1. Download and install 7-Zip if you don't already have it.
 2. Right-click your PDF file.
 3. Select 7-Zip > Add to archive...
 4. In the archive format dropdown, choose .7z
 5. Click OK to create the compressed file.
 6. Upload the resulting .7z file to FTS.

Q: I'm not familiar with 7-Zip. Can I use another compression tool?

A: FTS currently works best with the .7z format. Other formats like .zip or .rar may result in similar upload issues.

Q: Who can I contact if I continue to have issues?

A: If the issue persists after using the 7-Zip method, please contact your designated IT support team for further assistance.