

Transmittal for Electronic Service of Writs of Garnishment for Income Tax Refund/Credit

Issued under authority of [MCL600.4061](#) and [MCR 3.101\(F\)\(3\)](#).

- Garnishments for individual income tax refunds or probate intercept orders can be submitted through File Transfer Service (FTS).
- A separate transmittal must accompany each electronic file submitted.
- If the Department of Treasury is unable to read or access the electronic file, you will be contacted. This may delay processing until a corrected electronic file(s) is resubmitted, which could result in the loss of your service date position.
- For assistance, contact the Michigan Department of Treasury Third Party Withholding Unit at: Treas-Collections-TPWUnit@michigan.gov.

Electronic Writs of Garnishment cannot be processed without this form.

PART 1: TRANSMITTER INFORMATION			
Name of Transmitter			Tax Year
Street Address			
City, State, ZIP Code			
Contact Person Name	Contact Email Address	Telephone Number	
PART 2: ELECTRONIC DETAILS			
File Sequence Number	Number of Records Being Transmitted	Total Dollar Value of Writs \$	Total Fee Amount Due \$
PART 3: CERTIFICATION			
<p>I certify each of the following requirements for the electronic file submitted to the Michigan Department of Treasury:</p> <ul style="list-style-type: none"> • I have received a judgment against each principal defendant in a court of law for which a Request and Writ for Garnishment (MC 52) has been issued. • I have uploaded the required information about each MC 52 through the FTS site in accordance with the Guidelines for Electronic Service of Writs of Garnishment on the Michigan Department of Treasury website. • I have submitted a scanned version of each MC 52 in PDF format. • I certify the information in this electronic submission is correct and accurately corresponds to each MC 52 included in this transmittal. • I have kept physical copies of the signed MC 52 for each principal defendant included in this electronic filing. • I have kept a copy of this transmittal form for my records. • I have paid a fee of \$5.00 for each Writ of Garnishment submitted with this transmittal. • I understand the above requirements must be completed before the electronic submission of Writs of Garnishment can be processed. 			
Signature		Date	

Mail to:
Michigan Department of Treasury
Third Party Withholding Unit
PO Box 30785
Lansing MI 48909

OFFICE USE ONLY					
Receiving Clerk Initials	Batch Number	Date Records Uploaded	Upload Employee Initials	Adjustment Amount	Supervisor Initials