

## Request for Income Information

**Mail To:**

Michigan Department of Treasury  
Third Party Withholding Unit  
P.O. Box 30785  
Lansing, MI 48909

Refund Amount:  
Refund is for tax year:

The Michigan Department of Treasury is holding your income tax refund for the tax year listed above based on the debt(s) owed to the agency(s) below. **This may delay your refund for up to 4 months.**

Enclosed is an *Income Allocation for Non-Obligated Spouse* (Form 743), that you may complete and return to us. This will allow the non-obligated spouse to claim their share of the refund, if any. If one spouse has no debts, his or her share of the refund will be returned after the other spouse's share of the refund has been processed. Instructions for completing this form and a worksheet (for your records) are also enclosed. **The enclosed personalized form has specific information from your return and is the only form we will accept.** The worksheet, a copy of the form created by a tax preparer or a copy attached to an income tax return are not acceptable.

If we do not receive Form 743 within 30 days of the date of this letter, we will apply the entire refund (up to the amount owed) to the debt(s). Allow four to six weeks after the 30 days for your form to be processed. Anyone who knowingly makes a false statement on the non-obligated spouse form is subject to a penalty of \$25 or 25 percent of the excess claim, whichever is more. Other penalties may also apply.

- **Do not attach your State non-obligated spouse form to a Michigan Income Tax Return.**
- **Do not send your Federal Injured Spouse form in place of your State Form 743.**

For more information on the refund offset process, call (517) 636-4486 and follow the menu options. If you have general questions about this form, call the Michigan Department of Treasury, Third Party Withholding Unit, between 8 a.m. and 5 p.m. at (517) 636-5333. If you need help completing the form, please contact a tax preparer.

**Contact the agency, plaintiff or plaintiff attorney indicated below for specific questions about the debt, or if the debt has been paid.**