

MINNESOTA- REVENUE

May 20, 2016

Letter ID: L0553978432

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#0000 0055 3978 4321#
THORNE INVESTMENT GROUP LTD
3 GRIGGS ST N
SAINT PAUL MN 55104-6913

Wage levy issued by the Minnesota Department of Revenue

We are issuing a wage levy on the employee named below. This requires you to withhold money from their wages and send it to us. When you are no longer required to do this, we will send you a letter releasing the levy.

Employee name: SUSAN HANZLIK
Social Security number: 484-80-5832
Amount due: \$12,654.13 plus any (future) interest that accrues

This wage levy takes priority over any future garnishments or levies that you receive for this person's wages, with the exception of a child support levy.

What you must do

Within 10 days after each pay period ends, you must complete both steps below:

1. Submit a wage levy disclosure to us. If this person does not work for you, submit one disclosure to update their employment status (you do not need to submit any more).
2. If the disclosure shows a wage levy payment is due, deduct that amount from the employee's pay and submit it to us.

Note: State law requires you to submit all Minnesota wage levy disclosures and payments electronically. You must continue to submit them until you receive a letter from us that releases or reduces this levy.

What will happen if you do not comply

We may hold you responsible for paying the amount you failed to submit to us, or the total amount due under this levy, plus a 25 percent penalty. If you fail to comply with this notice, we will send you a demand to honor this levy. If you still do not comply, the law allows us to assess the business, its officers, or any other individuals responsible for honoring the levy.

Using our e-Services system

You will need to use our e-Services system to submit all wage levy disclosures and most wage levy payments. See the back of this page for more information.

Collection Division
An equal opportunity employer
www.revenue.state.mn.us/collections

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To access e-Services, go to www.revenue.state.mn.us and click the **e-Services Login for Businesses** button (in the top right corner of the screen). If you have not used e-Services before, follow the steps for New Users.

How to submit a wage levy disclosure

You must submit **all** wage levy disclosures through e-Services. The system will calculate the amount you must deduct from each paycheck for this levy.

To submit a disclosure:

1. Log in to e-Services.
2. From your home page, click **Levy Disclosure** in the I Need To menu.
3. Complete the remaining steps as directed.

How to submit a wage levy payment

You must submit all wage levy payments through e-Services or by ACH credit (using TPP format).

To submit a payment through e-Services:

1. Log in to e-Services.
2. From your home page, click **Make a Payment** in the I Need To menu.
3. Complete the remaining steps as directed.

For information about submitting payments by ACH credit:

1. Go to www.revenue.state.mn.us.
2. Enter **ACH credit** in the Search box.

Contact Information

If you have questions about this wage levy, please contact our Collection Division.

Email: mdor.collection@state.mn.us
Mail: Minnesota Revenue
PO Box 64564
Saint Paul, MN 55164-0564
Phone: 651-556-3003
1-800-657-3909
Fax: 651-556-5116

STATE OF MINNESOTA
COMMISSIONER OF REVENUE

By:

