

# Garnishment Worksheet

Please complete, print and mail with payment to:

Department of Employment and Economic Development  
Audit and Special Accounts - Garnishments  
PO Box 4629  
St. Paul, MN 55101-4629

## Section 1: Employer / Employee Information

Employer's Name:	
Employer's Account Number:	
Employee's Name:	
Employee's SSN:	

## Section 2: Calculating Total Garnishment Payment Due

A. Enter Gross Earnings:	
B. Enter Deductions for the pay period:	
C. Calculated Disposable Earnings:	
D. Enter hours worked for the pay period:	
E. Minimum Wage Amount:	
F. Difference (Line C minus Line E):	
G. 25% of Line C:	
H. Line F or Line G, whichever is less:	
I. Money Due, other than earnings:	
J. Subtotal of Line H and Line I:	
K. Set Off:	
L. Adverse Interest:	
M. Subtotal Deductions:	
N. Total Garnishment Payment Due:	

## Assistive Content for Applicant Garnishment Worksheet

Line	Action	Description
<b>A</b>	Enter Gross Earnings	Gross earnings are the gross compensation paid or payable to the debtor for the pay period. Include wages, salary, commissions, bonuses, and payments to a pension or retirement fund.
<b>B</b>	Enter Deductions for Pay Period	Deductions are amounts required by law to be withheld, such as federal and state income tax, FICA and Medicare.
<b>C</b>	Calculated Disposable Earnings	Disposable Earnings is the amount remaining after deductions are withheld.
<b>D</b>	Enter Hours Worked for Pay Period	Enter the number of hours worked by the debtor during the pay period. If you have no regular pay period, use the fifteenth day of the month and the last day of the month as pay period end dates.
<b>E</b>	Minimum Wage Amount	This is the federal minimum hourly wage of \$7.25 multiplied by the number of hours entered for line D.
<b>F</b>	Difference	Amount determined by subtracting Line E from Line C.
<b>G</b>	25% of Line C	Calculates 25% of disposable earnings
<b>H</b>	Line F or G, whichever is less	Compares 25% of disposable earnings to minimum wage to ensure that garnishment does not reduce disposable earnings below minimum wage.
<b>I</b>	Enter Money Due, other than earnings	Enter amounts owed to the debtor that you did not list on line A. Examples are expense reimbursements for meals, mileage, lodging, parking fees, etc.
<b>J</b>	Subtotal of H and I	Total of wages subject to garnishment and all other amounts due to the debtor
<b>K</b>	Enter Set Off	Enter amounts the debtor owes you, such as advances for tools, supplies, uniforms, etc. Include only amounts owed to you more than 30 days prior to your receipt of our garnishment notice.
<b>L</b>	Enter Adverse Interest	Enter the amounts of any claims, such as garnishments or child support, made by other creditors against the debtor's earnings more than 30 days prior to your receipt of our garnishment notice.
<b>M</b>	Subtotal Deductions	Total reduction to garnishment for the pay period
<b>N</b>	Total Garnishment Payment Due	This is the amount you must send to the Minnesota Department of Employment and Economic Development, payable to the MN UI Fund.