PAPERWORK <u>REQUIRED</u> BY THE ADA COUNTY SHERIFF'S OFFICE FOR GARNISHMENT OF WAGES & BANK ACCOUNTS

- The <u>Original</u> Writ of Execution (sealed document) directed to the ADA County Sheriff – plus three copies.
- Notice of Garnishment made out to the Employer, Bank or Institution we are garnishing. <u>Do NOT sign or Date Notice</u>. Please include Social Security number of defendant if known. If service is on a bank account, include the Account number if available – plus two copies.
- 3. A Letter of Instruction that includes:
 - a) Complete name, address, fax and phone number of Plaintiff
 - b) Complete name and address of Defendant's employer or Bank/Credit Union
 - c) Complete and last known address of Defendant
 - d) Any Social Security Numbers available for Defendant
 - e) Any special instructions
- An <u>Envelope</u> addressed to the Defendant at his/her last known address. No postage please. Please make sure Zip Codes are included in all addresses.
- The <u>Order for Continuous Garnishment</u>, if applicable and one copy.
- A \$55.00 check made payable to the Ada County Sheriff for Process Fees is due at time of service. Add \$40 for each <u>additional</u> service. (Process fees paid by the Plaintiff will be added to the Judgment total)

If you are garnishing the wages of a <u>State</u> employee, a separate check for \$10.00, made payable to the **Idaho State Controller** is required.

If you are garnishing the wages of a **Boise State University** employee, a separate check for **\$10.00** made out to **Boise State University** is required.

If you are garnishing a **Bank or Credit Union account**, a separate check for **\$5.00** made payable to that **Bank** or **Credit Union** is required.

If you are garnishing funds through the **Department of Insurance**, a separate check for **\$30.00** is required and made payable to them.

Please refer to Idaho Code Section 8-507, Sub section C & D

STATE INCOME TAX REFUND REQUIREMENTS BY THE ADA COUNTY SHERIFF'S OFFICE

- 1. The **ORIGINAL** Writ of Execution (sealed document) directed to the Ada County Sheriff You will need to provide **three** additional copies.
- 2. A **NOTICE OF GARNISHMENT** made out to Idaho State Controller Tax Refund Levy. Do not sign or date Notice. <u>Must include Social Security</u> number for <u>each</u> Defendant. You will need to provide two additional copies.
- 3. A **LETTER OF INSTRUCTION** that includes the following:
 - A. Complete name, address, fax and phone number of Plaintiff
 - B. Complete name of Defendant and any aliases
 - C. Complete and last known address of Defendant
 - D. Social Security number for Defendants
 - E. Instructions identifying paperwork as a State Income Tax Levy with service to 700 W. State St. Boise, ID 83720
- 4. An **ENVELOPE** addressed to the Defendant at his/her last known address. Please make sure zip codes are included in all addresses.
- 5. A \$55.00 check made payable to the **Ada County Sheriff** for processing fees is due at time of service. Add \$40.00 for each **additional** service. (Process fees paid by the Plaintiff will be added to the Judgment total).
- 6. A \$10.00 check made payable to the **Idaho State Controller** for **each** Defendant is due at time of service. This is the State Controllers processing fee.

***YOUR WRIT IS ONLY GOOD FOR 60 DAYS FROM THE DAY THAT WE RECEIVE IT IN OUR OFFICE. ONCE THE WRIT HAS EXPIRED WE WILL MAKE FINAL RETURN ON THE CASE. IT IS UP TO YOU IF YOU WOULD LIKE TO RENEW YOUR WRIT AND START THE PROCESS OVER AGAIN.

Please refer to Idaho Code Section 8-507, Sub Section C & D

ADA COUNTY SHERIFF'S OFFICE – Civil Division 7200 BARRISTER DRIVE BOISE, ID 83704 (208) 577-3750 (208) 577-3759 (FAX)

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