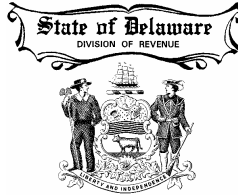


ATTENTION

BELOW ARE INSTRUCTIONS ON HOW TO PROCEED WITH A DELAWARE DIVISION OF REVENUE COURT-ORDERED BANK GARNISHMENT.

- If the individual named in the garnishment does not maintain an account with your bank or does not have funds available; please make note of this fact on the garnishment. Return the entire package to the State of Delaware, Division of Revenue. A self-addressed envelope is enclosed.
- If the individual does have an existing account and funds are available, please be aware that the garnished individual has been provided with an application to make objection to the garnishment. Said application provides that the individual be allotted twenty (20) days to make an objection known to the State of Delaware, Division of Revenue. No action should be taken on your part during this time; however all funds up to requested amount should be frozen until you receive notice to do otherwise by a Division of Revenue representative.
- Your bank will be notified in writing at the end of the 20-day period whether to proceed with the withdrawal of funds.
- In the event that the information provided does not answer all your questions, further assistance is available by contacting Adonica McCollister at (302) 577-8581 or Susan Faulls at (302) 577-8583.



***ATTENTION: PLEASE READ BEFORE
CONTACTING THE DIVISION OF REVENUE***

**THE FOLLOWING INFORMATION MUST APPEAR
ON ALL CHECKS OR INVOICES WHEN YOU
SUBMIT PAYMENTS TO THE DELAWARE
DIVISION OF REVENUE FOR THE ENCLOSED
GARNISHMENT:**

NAME OF EMPLOYEE / TAXPAYER

**SOCIAL SECURITY/ FEDERAL IDENTIFICATION
NUMBER**

**THE TAX PERIOD , TAX TYPE AND CASE NUMBER
(LOCATED AT THE TOP RIGHT SIDE OF THE
COVER LETTER)**

**THE TERM T/W TO INDICATE THAT THE CHECK
IS A PAYMENT ON A WAGE/BANK GARNISHMENT
THE ABOVE STEPS WILL INSURE THAT
PAYMENTS ARE CREDITED TO THE PROPER
ACCOUNT.**

THANK YOU