

## Memo

**Date:** December 10, 2025

**To:** Agency Payroll, Human Resources, and Accounting Staff

**From:** Katie Karow, Director, Statewide Payroll Services

### **RE: Agency Responsibility Reminder: Required Actions for Employee Garnishment**

This memo is a reminder of the immediate actions agency staff must take when receiving any garnishment paperwork to ensure full legal compliance and prevent financial liability.

Statewide Payroll Services processes all garnishments for state employees. “Garnishments” include, but are not limited to:

- Support orders (child, spousal, etc.)
- Tax levies
- Bankruptcies
- Student loans
- Garnishment summons
- Notices of levy

Most garnishment documents are sent directly to Statewide Payroll Services. However, agencies do occasionally receive garnishment paperwork directly.

### **Required Agency Actions Upon Receipt of Any Garnishment**

As soon as an agency receives garnishment paperwork for an employee, agency staff must:

- **Date and time stamp** all documents upon receipt.
- **Immediately forward all paperwork** to Statewide Payroll Services by either:
  - Email: [deductions.mmb@state.mn.us](mailto:deductions.mmb@state.mn.us)
  - or
  - Fax: 651-296-8325
- **If the garnishment includes a \$15 check:**
  - First, email or fax copies of the documents, and
  - Then promptly mail the original documents and the check to:

Minnesota Management & Budget  
Attn: Garnishments  
658 Cedar Street, Suite 400  
St. Paul, MN 55155

### **Questions?**

Agency Payroll, HR, or Accounting staff should contact [deductions.mmb@state.mn.us](mailto:deductions.mmb@state.mn.us).