

Referring Agency Notice to Debtor – Sample

*(You must use your agency's letterhead for this letter. You may reformat the letter or add to it; however, you must include the information below in your letter as **required by law.**)*

Date

Name of Debtor(s)

Street Address

City, State, Zip

What debt do I owe?

You owe us \$[insert amount owed] for [insert debt owed]. If we do not receive payment in full within 20 days of the date of this letter, we are referring the debt to the Minnesota Department of Revenue for collection, pursuant to Minnesota Statutes Chapter 16D.

Will Revenue add collection costs?

Revenue adds a collection cost of up to 25 percent to the balance. You may request cancellation of the collection cost as provided by Minnesota Statutes Section 16D.11, subdivision 3. Interest bearing debts will accrue interest in accordance with Minnesota Statutes Section 16D.13.

What actions can Revenue take?

Revenue is authorized by state law to take the following actions to collect this debt from you:

- File liens against property.
- Issue levies against assets, such as wages and bank accounts.
- Offset eligible:
 - Minnesota and Wisconsin state tax refunds
 - Minnesota and federal payments
 - Lottery winnings
- Subpoena financial, personal, and business records.
- Revoke or deny renewal or transfer of business and professional licenses.
- Access non-public government data.
- Obtain legal judgments against debtors.
- Report to a credit bureau.
- Refer debt to private collection agencies.

What if I have questions about my debt?

If you have any questions about your debt, contact us immediately at [insert your contact information.]

Sincerely,

[Provide your agency's name, address, and phone number]