

Notice of Rights and Responsibilities of Obligor (Payer) and Financial Institution

The Financial Institution must:

1. Upon receipt of the *Financial Institution Notice of Lien and Levy and Disclosure* (Notice of Lien), freeze the obligor's or other account holder's assets or funds up to the amount identified on the Notice of Lien by the close of business:
 - (a) if the Notice of Lien is received before noon, on the first business day on which the Notice of Lien is received; or
 - (b) if the Notice of Lien is received at noon or later, on the second business day after the business day on which the Notice of Lien is received.
2. Complete the Disclosure section on the Notice of Lien, identifying the date you sent (will send) the Notice of Lien to the obligor and other account holders, the date the account was frozen, and the amount that was frozen. Then return the form to the issuing agency and retain a copy for your records.
3. After freezing the obligor's and all other account holders' appropriate assets, send the following documents to the obligor and other account holders within two business days after the assets are frozen:
 - (a) A copy of the Notice of Lien;
 - (b) A copy of this *Notice of Rights and Responsibilities of Obligor (Payer) and Financial Institution*; and
 - (c) The *Request for Administrative Review of Lien*.
4. The obligor and other account holders have 21 days to challenge the lien. The issuing agency will provide documentation of a challenge within 28 days from when the Notice of Lien is mailed to the obligor and other account holders. After 28 days have passed, send the frozen assets to the Michigan State Disbursement Unit (MiSDU). Complete this action within seven business days. If you receive documentation of a challenge, take no further action until the issuing agency gives further direction.
5. If it is necessary to convert financial assets to cash in order to forward sufficient money to the MiSDU, the financial institution must execute the conversion. The financial institution may assess a resulting fee or other cost or penalty against the frozen assets and forward the remainder to the MiSDU.
6. **Send the levied money to the MiSDU at P. O. Box 30355, Lansing, MI, 48909-7855. Please ensure a copy of the completed Notice of Lien accompanies the payment for identification purposes.**

Notice to the Obligor (Payer) and Other Account Holders:

1. The attached Notice of Lien identifies your assets that have been frozen.
2. The financial institution will change your assets to cash in the amount shown on the Notice of Lien and send it to the MiSDU unless you ask for a review of the lien within 21 days of the date the financial institution sent you the Notice of Lien. You can find the date sent in the Disclosure section of the Notice of Lien.
3. If you disagree with the lien, you must ask for an administrative review of the lien by either sending a written request for the review, or by completing and sending the attached *Request for Administrative Review of Lien* form. You may ask for a review only if:
 - (a) The obligor is not the person who owes support;
 - (b) The amount of past-due support is not correct;
 - (c) The obligor is not the owner of the funds in the account; or
 - (d) The funds are exempt from lien per federal or state law. Types of funds include, but are not limited to: Supplemental Security Income (SSI), Student Assistance Funds, funds listed in 5 Code of Federal Regulations 581.104, and funds listed in Section 459(h) of the Social Security Act.Please mail requests for an administrative review to the Office of Child Support (OCS) Central Operations at P. O. Box 30744 Lansing, MI 48909-8244, or fax them to 888-600-1585. Include any proof of the claim that you are making.
4. If you disagree with the administrative review decision, you may file a motion with the circuit court to challenge the lien within 21 days of the review results being mailed to you. For each docket for which you are challenging a lien, you must file a motion in the county where the docket is located. You must send a copy of your motion and a Notice of Hearing to OCS Central Operations at the address or fax number listed above. You must send a copy of the order that results from the hearing/motion to OCS Central Operations.
5. You may agree to the earlier release of the frozen funds by contacting OCS Central Operations at (517) 241-8507.