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| Logo  Description automatically generated  **Stop wage assignment**  Instructions | |
| **Step 1 – Print your notices.**  You will need to print two copies of the notice to your creditor. One is for your creditor, the other is for your employer. You will only need one copy of the notice to your employer.  **Step 2 - Sign your notices.**  Sign both notices if you did not add your e-signature.  **Step 3 - Keep a copy of the notices for your records.**  Print both notices or save them to your hard drive.  **Step 4 - Mail the notice to your creditor.**  Mail one signed notice to your creditor by certified mail, return receipt requested.  **Step 5 – Mail the notices to your employer.**  Mail the notice to your employer and a copy of the notice to the creditor to your employer. Send these by certified mail, return receipt requested. If it is easier, you can hand-deliver these to the person who handles payroll at your place of work.  **Step 6 – Check that the wage assignment stops.**  Look carefully at your next few paychecks to see if the wage assignment has stopped. | **Important**: Just because you have stopped the wage assignment, that does not mean that your debt to the creditor is cancelled. The creditor can try other ways of getting money from you. The creditor could sue you in court, put a lien on your house, or try to repossess property, for example.  If you have very little money or property, you may be collection proof, meaning that you have no money or property that the creditor can take. Below is a link to a program that will help you find out if you are collection proof under Illinois law. If you are, you can send a letter to your creditor telling them that you are collection proof.  <https://www.illinoislegalaid.org/legal-information/collection-proof-debtor-letter> |
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**THESE INSTRUCTIONS ARE FOR YOUR PERSONAL USE ONLY.**

**DO NOT SEND THESE INSTRUCTIONS TO THE CREDITOR OR YOUR EMPLOYER.**