

Instructions On How To Complete the Wage Claim Assignment Form

1. It is very important that you complete the entire 3 page form and do not leave any blanks. Please make sure to send or fax all 3 pages to us.
2. However, we will have to reject your claim if you do not include:
 - a. Employer name (page 1)
 - b. Employer contact information (page 1)
 - c. Total amount of wages you are claiming (page 1)
 - d. The dates that you worked but for which you weren't paid (page 2)
3. Make sure that you date and sign the form. If you are under 18, an adult guardian must *also* sign the form.

You Should Also Know:

- The work you did must have been *performed in Utah*, regardless of where the Company is actually located.
 - If you worked outside of Utah, you will have to contact the labor department in the state where you performed the work.
 - However, if you worked as a long-haul truck driver, and the office that dispatched you is located in Utah, you may file with us even if you live out of state.
- You can only claim unpaid wages with this office if you are or were *an employee*. If you were an independent contractor, you will need to file your claim in court.
- File *only* if you are claiming unpaid wages between \$50 and \$10,000. If you are claiming less than \$50 or more than \$10,000, you will need to file your claim in court.
- Do not file a wage claim with this office if you have already filed a claim for the same wages in court.
- Claims must be filed within *1 year* of the date you earned them.
- If your claim is for overtime pay, or for Davis Bacon wages, you must contact the US Department of Labor to file your claim there.

Due to our current backlog, it takes us 4 - 6 weeks before we are able to enter your information into our computer system and start your case. If you call us for a case update within that time, it is unlikely that we will be able to help you.

Please do not call for an update until we have had your completed form for 6 weeks. We apologize for this inconvenience and are doing everything we can to decrease the backlog and delay.