

AFFIDAVIT, ORDER AND NOTICE OF GARNISHMENT AND ANSWER OF EMPLOYER

(PERSONAL EARNINGS) (ORC 2716.02, 03, 04, 05, 06)

vs. _____

_____ Judgment Debtor

The State of Ohio
County of TRUMBULL, SS _____ Court _____, Ohio
Case No. _____
Docket No. _____ Page _____

AFFIDAVIT IN SUPPORT OF MOTION FOR ORDER OF GARNISHMENT OF PERSONAL EARNINGS 1

The undersigned _____ the _____ 2, being first duly sworn, state that

1. The name of the Judgment Debtor whose personal earnings the Judgment Creditor seeks to garnish is _____
2. The affiant has good reason to believe and does believe that _____ the Garnishee, is an employer of the Judgment Debtor who has personal earnings of the Judgment Debtor that are not exempt under Section 2329.66 of the Revised Code
3. The demand in writing as required by Section 2716.02 of the Ohio Revised Code has been made
4. The payment demanded in the notice required by Section 2716.02 of the Ohio Revised Code has not been made, nor has a sufficient portion been made, to prevent the garnishment of personal earnings as described in Section 2716.02 of the Ohio Revised Code
5. Affiant has no knowledge of any application by the Judgment Debtor for the appointment of a trustee so as to preclude the garnishment of the Judgment Debtor's personal earnings
6. The affiant has no knowledge that the debt to which the affidavit pertains is the subject of a debt scheduling agreement of such a nature that it precludes the garnishment of the personal earnings of the Judgment Debtor under division (B) of Section 2716.03 of the Ohio Revised Code.
7. The Judgment Creditor has obtained judgment against the Judgment Debtor which remains unsatisfied

Signed at _____ Ohio on _____, 19____ 34

STATE OF OHIO }
COUNTY OF _____ } SS: _____ Affiant's Signature

Sworn to before me and subscribed in my presence this _____ day of _____, 19____

Notary Public - State of Ohio

1. Garnishment commenced by filing affidavit. ORC § 2716.03. Judgment and its journalization required. ORC § 2716.02 and Civ. R. 58.
2. Judgment Creditor, Judgment Creditor's agent or attorney. ORC § 2716.03.
3. File with Motion for Order of Garnishment of Personal Earnings Civ.R.7 and 5(A). File no sooner than 15 days and no later than 45 days after demand letter. ORC § 2716.02. File not sooner than 30 days after last successful garnishment filing nor sooner than 45 days after default in debt scheduling arrangement. ORC § 2716.03(B).
4. Accompanied by either copy of return receipt of certified demand letter or unclaimed demand letter, or process server's return or all of these - stamped, completed certificate of mailing a copy of the demand letter, and a sworn statement that it was sent by regular mail. ORC § 2716.04. Must be accompanied also by garnishment fee. ORC § 2706.04.

SECTION A. COURT ORDER AND NOTICE OF GARNISHMENT 1, 2

To: _____, Garnishee
The Judgment Creditor in the above case has filed an affidavit satisfactory to the undersigned in the _____ Court stating that you owe the Judgment Debtor money for personal earnings and that some of that money may not be exempt from garnishment under the laws of the State of Ohio or the laws of the United States.

You are therefore ordered to complete the "ANSWER OF EMPLOYER (GARNISHEE)" in Section B of this form. Return one completed and signed copy of this form to the clerk of this court within five (5) business days after you receive this order of garnishment together with the amount determined in accordance with the "ANSWER OF EMPLOYER (GARNISHEE)." Deliver one completed and signed copy of this form and the accompanying documents entitled "NOTICE TO THE JUDGMENT DEBTOR" and "REQUEST FOR HEARING" to the judgment debtor. Keep the other completed and signed copy of this form for your files.

The total probable amount now due on this judgment is \$ _____. The total probable amount now due includes the unpaid portion of the judgment in favor of the judgment creditor, which is \$ _____; interest on that judgment and, if applicable, prejudgment interest relative to that judgment at the rate of _____% per annum payable until that judgment is satisfied in full; and court costs in the amount of \$ _____.

This order of garnishment of personal earnings is a continuous order that generally requires you to withhold a specified amount, as determined in accordance with the "ANSWER OF EMPLOYER (GARNISHEE)," from the judgment debtor's personal earnings during each pay period of the judgment debtor following your receipt of the order until the judgment in favor of the judgment creditor and the associated court costs, judgment interest, and, if applicable, prejudgment interest awarded to the judgment creditor as described above have been paid in full. You generally must pay that specified amount to the clerk of this court within thirty (30) days after the end of each pay period of the judgment debtor and must include with that specified amount an "INTERIM REPORT AND ANSWER OF GARNISHEE" substantially in the form set forth in Section 2716.07 of the Ohio Revised Code. A copy of the "INTERIM REPORT AND ANSWER OF GARNISHEE" is attached to this order of garnishment of personal earnings, and you may photocopy it to use each time you pay the specified amount to the clerk of this court.

This order of garnishment of personal earnings generally will remain in effect until one of the following occurs:

- (1) The total probable amount due on the judgment as described above is paid in full as a result of your withholding of the specified amount from the judgment debtor's personal earnings during each pay period of the judgment debtor following your receipt of the order.
- (2) The judgment creditor files with this court a written notice that the total probable amount due on the judgment as described above has been satisfied.
- (3) A municipal or county court appoints a trustee for the judgment debtor and issues to you an order that stays this order of garnishment of personal earnings.
- (4) A federal bankruptcy court issues to you an order that stays this order of garnishment of personal earnings.
- (5) A municipal or county court or a court of common pleas issues to you another order of garnishment of personal earnings that relates to the judgment debtor and a different judgment creditor, and Ohio or federal law provides the other order with a higher priority than this order.
- (6) A municipal or county court or a court of common pleas issues to you another order of garnishment of personal earnings that relates to the judgment debtor and a different judgment creditor and that does not have a higher priority than this order.

Under any of the circumstances listed above, you are required to file with this court a "FINAL REPORT AND ANSWER OF GARNISHEE" substantially in the form set forth in Section 2716.08 of the Ohio Revised Code. A copy of the "FINAL REPORT AND ANSWER OF GARNISHEE" is attached to this order of garnishment of personal earnings. Under the circumstances listed in (5) and (6) above, you must cease processing this order of garnishment one hundred eighty-two (182) days after you began processing it.

Special stacking, priority of payment, and manner of payment rules apply when a garnishee receives multiple orders of garnishment with respect to the same judgment debtor. These rules are set forth in section 2716.041 of the Ohio Revised Code. You should become familiar with these rules.

Witness my hand and the seal of this court this _____ day of _____.

Judge

SECTION B. ANSWER OF EMPLOYER (GARNISHEE)

(An employer is one who is required to withhold payroll taxes out of payments of personal earnings made to the judgment debtor.)

(Answer all pertinent questions)

Now comes _____, the employer (garnishee) herein, who says:

1. This order of garnishment of personal earnings was received on _____
2. The judgment debtor is in my/our employ.
If answer is "No", give date of last employment. (2) Yes _____ No _____
3. (A) Is the debt to which this order of garnishment of personal earnings pertains the subject of an existing agreement for debt scheduling between the judgment debtor and a budget and debt counseling service and has the judgment debtor made every payment that was due under the agreement for debt scheduling no later than forty-five days after the date on which the payment was due? (2) Yes _____ No _____
If the answer to both parts of this question is "Yes," give all available details of the agreement, sign this form, and return it to the court. 3(A) _____
- (B) Were you, on the date that you received this order of garnishment of personal earnings, withholding moneys from the judgment debtor's personal earnings pursuant to another order of garnishment of personal earnings that Ohio or federal law provides with a higher priority than this order of garnishment of personal earnings (such as a support order or Internal Revenue Service levy)? 3(B) Yes _____ No _____
If the answer to this question is "Yes," give the name of the court that issued the higher priority order, the associated case number, the date upon which you received that order, and the balance due to the relevant judgment creditor under that order.
- (C) Did you receive prior to the date that you received this order of garnishment of personal earnings one or more other orders of garnishment of personal earnings that are not described in question 3(B), and are you currently processing one or more of those orders for the statutory required 182-day period or holding one or more of those orders for processing for a 182-day period in the sequence of their receipt by you? 3(C) Yes _____ No _____
If the answer to this question is "Yes," give the name of the court that issued each of those previously received orders, the associated case numbers, the date upon which you received each of those orders, and the balance due to the relevant judgment creditor under each of those orders. List first the previously received order(s) that you are currently processing, and list each of the other previously received orders in the sequence that you are required to process them.
4. (A) State whether the pay period of the judgment debtor is weekly, biweekly, semimonthly, or monthly (do not enter a pay period of more than one month): 4(A) _____
- (B) Enter the disposable earnings of the judgment debtor earned during the judgment debtor's present pay period. ("Disposable earnings" means earnings after deductions required by law. "Present pay period" means the pay period in which you receive this order of garnishment of personal earnings.) 4(B) \$ _____
- (C) If the judgment debtor's pay period is weekly, enter on line 4(C) an amount equal to six and one-quarter per cent (6.25%) of the judgment debtor's disposable earnings set forth on line 4(B). If the judgment debtor's pay period is biweekly or semimonthly, enter on line 4(C) an amount equal to twelve and one-half per cent (12.5%) of the judgment debtor's disposable earnings set forth on line 4(B). If the judgment debtor's pay period is monthly, enter on line 4(C) an amount equal to twenty-five per cent (25%) of the judgment debtor's disposable earnings set forth on line 4(B). 4(C) _____
5. (A) If the judgment debtor is paid weekly, enter thirty times the current federal minimum hourly wage; if paid biweekly, enter sixty times the current federal minimum hourly wage; if paid semimonthly, enter sixty-five times the current federal minimum hourly wage; if paid monthly, enter one-hundred thirty times the current federal minimum hourly wage: 5(A) \$ _____
- (B) Enter the amount by which the amount on line 4(B) exceeds the amount on line 5(A): 5(B) \$ _____
6. Enter on line 6 the smallest of the amount entered on line 4(C); or the amount entered on line 5(B); or the total probable amount now due on the judgment, including interest and costs, as indicated in section A of this form. Pay the amount entered on line 6 into this court when returning this form: 6 \$ _____

I certify that the statements above are true:

Print Name of Employer

Print Name and Title of Person Who Completed Form

Signed _____ Dated this _____ day of _____
(Signature of Person Completing Form)

- 1 Three copies required to be served on the garnishee ORC § 2716.05. Required to be served at the same time as this form are 2 copies of Notice to Judgment Debtor and Hearing Request. Service on the garnishee shall be in the same manner as for the service of a summons. ORC § 2716.05. Praecipe must be given to the Clerk unless Court sends out forms without praecipe.
- 2 Section A completed before service. ORC § 2716.05.
- 3 Garnishee must answer in five business days. ORC § 2716.21. Garnishee delivers one copy of this form and two copies of Notice form and Hearing Request to Judgment Debtor.

THE FOLLOWING FOR COURT USE ONLY

I CERTIFY THIS TO BE A TRUE COPY OF THE ORIGINAL WITH ALL ENDORSEMENTS THEREON.

Title

By _____
Signature of Person Serving Order

RECEIVED THIS WRIT ON THE _____ DAY OF _____, 19____

I SERVED THIS WRIT ON THE WITHIN NAMED GARNISHEE(S) _____

BY MAILING A TRUE COPY OF THIS ORDER OF GARNISHMENT BY CERTIFIED MAIL BY REGULAR MAIL

BY LEAVING A TRUE COPY OF THE ORDER OF GARNISHMENT

- AT USUAL PLACE OF RESIDENCE AT COMPANY OR CORPORATION
- WITH GARNISHEE PERSONALLY GARNISHEE - NOT FOUND

Title

By _____
Signature of Person Serving Order

**NOTICE TO THE JUDGMENT DEBTOR OF
GARNISHMENT OF PERSONAL EARNINGS**

Judgment Creditor

VS.

Judgment Debtor

.....

Court, Ohio

Case No. _____

You are hereby notified that this Court has issued an order in the above case in favor of _____
_____,² the Judgment Creditor in this proceeding, directing that some of your personal earnings, be used in
satisfaction of your debt to the Judgment Creditor instead of being paid to you. This order was issued on the basis of the Judgment Creditor's judgment against you
that was obtained in _____
_____,³ in Case No. _____⁴ on _____,⁵

The law of Ohio provides that you are entitled to keep a certain amount of your personal earnings free from the claims of creditors. Additionally, wages under a
certain amount may never be used to satisfy the claims of creditors. The documents entitled "ORDER AND NOTICE OF GARNISHMENT AND ANSWER OF EMPLOYER"
that are enclosed with this notice show how the amount proposed to be taken out of your personal earnings was calculated by your employer.

If you dispute the judgment creditor's right to garnish your personal earnings and believe that you are entitled to possession of the personal earnings because they
are exempt, or if you feel that this order is improper for any other reason, you may request a hearing before this court, by disputing the claim in the request for hear-
ing form, appearing on the reverse side, or in a substantially similar form, and delivering the request for hearing to this court at the above address, at the office of the
clerk of this court, no later than the end of the fifth business day after you receive this notice. You may state your reasons for disputing the judgment creditor's right to
garnish your personal earnings in the space provided on the form; however, you are not required to do so. If you do not state your reasons for disputing the judgment
creditor's right, you are not prohibited from stating any other reason at the hearing. If you do not state your reasons, it will not be held against you by the court, and
you can state your reasons at the hearing. NO OBJECTIONS TO THE JUDGMENT ITSELF WILL BE HEARD OR CONSIDERED AT THE HEARING. The hearing will be lim-
ited to a consideration of the amount of your personal earnings, if any, that can be used in satisfaction of the judgment you owe to the judgment creditor.

If you request a hearing by delivering your request for hearing no later than the end of the fifth business day after you receive this notice, it will be conducted no
later than twelve days after your request is received by the court, and the court will send you notice of the date, time, and place. You may indicate in the form that you
believe that the need for the hearing is an emergency and that it should be given priority by the court. If you do so, the court will schedule the hearing as soon as prac-
ticable after your request is received and will send you notice of the date, time, and place. If you do not request a hearing by delivering your request for hearing no later
than the end of the fifth business day after you receive this notice, some of your personal earnings will be paid to the judgment creditor.

If you have any questions concerning this matter, you may contact the office of the clerk of this court. If you want legal representation, you should contact your
lawyer immediately. If you need the name of a lawyer, contact the local bar association.

Clerk of the Court/Deputy Clerk

Date

_____ Court
_____ Street Address
_____, Ohio

Case No. _____

Date _____

REQUEST FOR HEARING⁶

I dispute the judgment creditor's right to garnish my personal earnings in the above case and request that a hearing in this matter be held no later than twelve days after delivery of this request to the court.

I _____ feel that the need for the hearing is an emergency.
Insert "do" or "do not"

I dispute the judgment creditor's right to garnish my personal earnings for the following reasons:

Optional

I UNDERSTAND THAT NO OBJECTIONS TO THE JUDGMENT ITSELF WILL BE HEARD OR CONSIDERED AT THE HEARING.

Printed Name of Judgment Debtor

Signature

Street Address

City, State, Zip Code

Area Code and Telephone Number

WARNING: IF YOU DO NOT DELIVER THIS REQUEST FOR HEARING OR A REQUEST IN A SUBSTANTIALLY SIMILAR FORM TO THE OFFICE OF THE CLERK OF THIS COURT WITHIN FIVE (5) BUSINESS DAYS OF YOUR RECEIPT OF IT, YOU WAIVE YOUR RIGHT TO A HEARING, AND SOME OF YOUR PERSONAL EARNINGS WILL BE PAID TO THE JUDGMENT CREDITOR IN SATISFACTION OF YOUR DEBT TO THE JUDGMENT CREDITOR.

¹This Notice must be served on the Garnishee and delivered to the Judgment Debtor. ORC § 2716.06(A).

²Name and address of Judgment Creditor.

³Name of Court.

⁴Case Number.

⁵Date.

⁶An envelope, addressed to the Court, postage paid, must be attached. ORC § 2716.06(A) (2).

NOTE - Some Courts may themselves provide some of the required forms.



INTERIM REPORT AND ANSWER OF GARNISHEE

 Judgment Creditor

VS.

 Judgment Debtor

 Court

 Ohio

Case No. _____

The garnishee, _____ in the above case states as follows:

1. The date that the garnishee received the order of garnishment of the judgment debtor's personal earnings was _____.
2. The total probable amount due on the judgment, including court costs, judgment interest, and, if applicable, prejudgment interest, as stated in either section A of the order of garnishment of the judgment debtor's personal earnings or in the affidavit of current balance due on garnishment order if that affidavit has been received subsequent to the order of garnishment is \$_____.
3. The pay period of the judgment debtor is (enter weekly, biweekly, semimonthly, or monthly. Do not enter a pay period of more than one month):_____.
4. The disposable earnings of the judgment debtor earned during the judgment debtor's present pay period is ("Disposable earnings" means earnings after deductions required by law. "Present pay period" means the pay period for which you are completing this Interim Report and Answer of Garnishee.) \$_____.
5. The amount equal to twenty-five percent (25%) of the judgment debtor's disposable earnings set forth in Section 4 of this form is \$_____.
6. _____times the current federal minimum hourly wage is (If the judgment debtor is paid weekly, enter thirty above, if paid biweekly, enter sixty, if paid semimonthly, enter sixty-five, if paid monthly, enter one hundred thirty, then calculate the amount): \$_____.
7. The amount by which the amount in section 4 of this form exceeds the amount in Section 6 of this form is \$_____.
8. The smallest of either the amount entered in Section 5 of this form, the amount entered in Section 7 of this form, or the amount entered in Section 2 of this form, is \$_____.
9. The amount entered in Section 8 of this form, plus or minus (as appropriate) the garnishee's processing fee is \$_____ (if the amount entered in Section 8 of this form equals the amount entered in Section 2 of this form, then add up to three dollars (\$3); otherwise subtract up to three dollars (\$3).
10. Other deductions: \$_____.
11. The calculated amount that has been withheld from the judgment debtor's personal earnings during the judgment debtor's present pay period and that is submitted with this "INTERIM REPORT AND ANSWER OF GARNISHEE" is \$_____.

I certify that the statements above are true.

(Print Name of Employer)

(Print Name and Title of Person Who Completed Form)

Signed _____
(Signature of Person Who Completed Form)

Dated this _____ day of _____, _____.



FINAL REPORT AND ANSWER OF GARNISHEE

	⋮		Court
	⋮		, Ohio
	⋮		
Judgment Creditor	⋮		
VS.	⋮		
	⋮		
	⋮		
Judgment Debtor	⋮		Case No. _____

The garnishee, _____ in the above case states as follows:

1. The date that the garnishee received the order of garnishment of the judgment debtor's personal earnings was _____.
2. The total probable amount due on the judgment, including court costs, judgment interest, and, if applicable, prejudgment interest, as stated in section A of the order of garnishment of the judgment debtor's personal earnings, is \$_____.
3. The total amount that has been withheld from the judgment debtor's personal disposable earnings and paid to the court while the order of garnishment of the judgment debtor's personal earnings remained in effect is \$_____.
4. (When applicable) the total probable amount due on the judgment (as stated in 2 above) is not equal to the total amount that has been withheld (as stated in 3 above), and the reason for that difference is that the order of garnishment of the judgment debtor's personal earnings ceased to be in effect for the following statutorily prescribed reason(s). (Check whichever apply):
 - (a) _____ A municipal or county court appointed a trustee for the judgment debtor and issued an order that stays the order of garnishment of the judgment debtor's personal earnings.
 - (b) _____ A federal bankruptcy court issued an order that stays the order of garnishment of the judgment debtor's personal earnings.
 - (c) _____ A municipal or county court or a court of common pleas issued another order of garnishment of personal earnings that relates to the judgment debtor and a different judgment creditor, and Ohio or federal law provides the other order a higher priority. (Set forth the name of the court that issued the higher priority order, the associated case number, the date that the higher priority order was received, and the balance due to the relevant judgment creditor under that order): _____
 - (d) _____ A municipal or county court or a court of common pleas issued another order of garnishment of personal earnings that relates to the judgment debtor and a different judgment creditor, and that is not described in 4(c) above. (Set forth the name of the court that issued the subsequently received order, the associated case number, the date that the subsequent order was received, and the balance due to the relevant judgment creditor under that order): _____
 - (e) _____ The judgment creditor or judgment creditor's attorney has issued a request that the order of garnishment be terminated and the garnishee released from the mandates of the order of garnishment.
 - (f) _____ Judgment debtor's employment terminated on: _____
 - (g) _____ Other: _____

I certify that the statements above are true.

(Print Name of Employer)

(Print Name and Title of Person Who Completed Form on behalf of the Employer)

Signed _____
(Signature of Employer or Employer's Agent)

Dated this _____ day of _____, _____.

NOTICE OF COURT PROCEEDINGS TO COLLECT DEBT
TRUMBULL COUNTY EASTERN DISTRICT COURT
TRUMBULL COUNTY, OHIO

ATTENTION -GARNISHMENT
7130 BROOKWOOD DRIVE
BROOKFIELD, OHIO 44403
PHONE: (330) 675-7900

To: _____
(Name of judgment debtor)

(Last known residence address of the judgment debtor)

(City) (State) (Zip Code)

Date of Mailing: _____

CASE NO. _____

You owe the undersigned _____
(Name of judgment creditor)

\$ _____
(Amount)

including interest and court costs, for which a judgment was obtained against you or certified in the Trumbull County Eastern District Court on _____, payment of which is hereby demanded.
(Judgment Entry Date)

If you do not do one of the three things listed below within **fifteen (15)** days of the date of the mailing of this notice or of its service by the court, we will go to court, unless we are otherwise precluded by law from doing so, and ask that your employer be ordered to withhold money from your earnings **until the judgment is paid in full or, if applicable, is paid to a certain extent and to pay the withheld money to the court in satisfaction of your debt.** This is called garnishment of personal earnings.

It is to your advantage to avoid garnishment of personal earnings because the placing of the extra burden on your employer possibly could cause you to lose your job.

YOU CAN AVOID THE GARNISHMENT BY DOING ONE OF THESE THREE THINGS WITHIN THE FIFTEEN (15) DAY PERIOD:

- (1) Pay to us the amount due;
- (2) Complete the attached form entitled "Payment to Avoid Garnishment" and return it to us with the payment, if any, shown due on it; or
- (3) Apply to your local municipal or county court or, if you are not a resident of Ohio, to the municipal or county court in whose jurisdiction your place of employment is located, for the appointment of a trustee to receive the part of your earnings that is not exempt from garnishment and notify us that you have applied for the appointment of a trustee. You will be required to list your creditors, the amounts of their claims and the amounts due on their claims and the amount you then will pay to your trustee each payday which will be divided among them until the debts are paid off. This can be to your advantage because in the meantime, none of those creditors can garnish your wages.

You also may contact a budget and debt counseling service described in division (D) of §2716.03 of the Ohio Revised Code for the purpose of entering into an agreement for debt scheduling. There may not be enough time to set up an agreement for debt scheduling in order to avoid a garnishment of your wages based upon this demand for payment, but entering into an agreement for debt scheduling might protect you from future garnishments of your wages. Under an agreement for debt scheduling, you will have to regularly pay a portion of your income to the service until the debts subject to the agreement are paid off. This portion of your income will be paid by the service to your creditors who are owed debts subject to the agreement. This can be to your advantage because these creditors cannot garnish your wages while you make your payments to the service on time.

Name of Judgment Creditor (please print)

SIGNATURE of Judgment Creditor or Judgment Creditor's Attorney

Address of Judgment Creditor

City State Zip Code



Certificate of Mailing — Firm

Name and Address of Sender	TOTAL NO. of Pieces Listed by Sender	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here <i>Postmark with Date of Receipt.</i>		
	Postmaster, per (name of receiving employee)				

USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
1.					
2.					
3.					
4.					
5.					
6.					

Instructions for Certificate of Mailing — Firm

This service provides evidence that the mailer has presented individual items to the Postal Service™ for mailing, and is available for the following products:

- Domestic services: First-Class Mail®, First-Class Package Service®, Priority Mail®, Media Mail®, Library Mail, Bound Printed Matter, Merchandise Return Service, Parcel Return Service, and USPS Retail Ground™.
- International services: First-Class Mail International® (unregistered items), First-Class Package International Service® (unregistered items), Free Matter for the Blind, and Airmail M-bags®.

The following instructions are for the preparation and use of PS Form 3665, *Certificate of Mailing – Firm* (including USPS-approved facsimiles):

1. Complete and print all forms in ink or ball point pen.
2. Enter the name and address of the sender at the top of the form.
3. Enter a complete return address on each article.
4. Ensure the articles are properly packaged.
5. In the appropriate column, enter the applicable postage and fees.
6. Insert a firm-specific identifier or account number if desired. (This number is for the sender's use only, and the Postal Service will not use it for identification.)
7. When describing and listing three or more individual pieces but not presenting the pieces in the order shown on the sheet, consecutively number each entry line on the sheet and number each piece to show both the corresponding sheet and line number.
8. Enter the total number of articles in the proper space at the top of the form.
9. Obliterate all unused portions of the "Address" column by drawing a diagonal line through the unused portion on the form.
10. When the number of articles presented exceeds the allotted space on the form, use multiple sheets, and in the provided blank spaces in the lower left of the form, number them consecutively to show sheet number and total number of sheets (such as "Page 1 of 4," "Page 2 of 4," etc.).

11. Present PS Form 3665 and the mailing as follows:

- When the mailing has fewer than 50 mailpieces *and* less than 50 pounds, present the form and mailing at a retail Post Office™ location.
- When the mailing has at least 50 mailpieces *or* at least 50 pounds, present the form and mailing at a business mail entry unit (BMEU) or USPS-authorized detached mail unit (DMU).

Privately Printed Forms: The Postal Service allows mailers to use USPS-approved privately printed or computer-generated firm sheets that are nearly identical in design elements and color to the USPS-provided PS Form 3665. See DMM 503 for details on the approval process.

The mailer must retain the original written approval granted by the Postal Service as evidence that the privately printed facsimile of PS Form 3665 has been approved by the Postal Service. The Postal Service does not retain records on the facsimile approvals. A mailer using privately prepared forms must periodically verify them against the USPS-provided version and, if necessary, make routine updates and obtain approval of the updated facsimile form.

A mailer using an approved privately printed form and wanting the form sheets postmarked by the Postal Service must present the forms with the articles to be mailed at a Post Office facility. The forms become the mailer's only receipt (the Postal service does not retain a copy).