

DELIVER OR MAIL THESE INSTRUCTIONS TO THE ADA COUNTY SHERIFF'S OFFICE  
7180 BARRISTER DRIVE, BOISE, ID 83704  
(208) 577-3750 PHONE (208) 577-3759 FAX

**INSTRUCTIONS TO THE SHERIFF OF ADA COUNTY**

JUDGMENT CREDITOR: \_\_\_\_\_

JUDGMENT DEBTOR: \_\_\_\_\_

DEBTOR'S ADDRESS: \_\_\_\_\_

SERVICE ADDRESS SAME AS ABOVE: ☐ \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DEBTOR'S PHONE NUMBER: \_\_\_\_\_

☐ SERVE CONTINUING WAGE GARNISHMENT TO EMPLOYER (\$55 SHERIFF FEES)  
*\*IF SERVING THE STATE OF IDAHO OR B.S.U. PLEASE INCLUDE \$10 CHECK MADE PAYABLE TO THAT PARTY\**

☐ SERVE GARNISHMENT ON FINANCIAL INSTITUTION (\$55 SHERIFF FEES + \$7 CHECK TO BANK, ETC)

☐ PERSONAL PROPERTY SERVICE (\$55 FOR CASH DEMAND/TILL-TAP)

☐ PERSONAL PROPERTY LEVY (\$115 PLUS ADDITIONAL COSTS DEPENDENT ON PROPERTY; PLEASE  
CALL FOR ESTIMATE)

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**SERVICE INFORMATION FOR ABOVE SELECTION:**

EMPLOYER/ BANK ETC: \_\_\_\_\_

REGISTERED AGENT (IF APPLICABLE): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**SECONDARY SERVICE (ADDITIONAL FEES REQUIRED):**

EMPLOYER/ BANK ETC: \_\_\_\_\_

REGISTERED AGENT (IF APPLICABLE): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

☐ SERVE LEVY ON STATE INCOME TAX REFUND (\$55 SHERIFF FEES + \$10 TO STATE CONTROLLER FOR EACH SS#)  
SERVICE ADDRESS: IDAHO STATE CONTROLLER  
700 W. STATE STREET  
BOISE, ID 83720

**OTHER INSTRUCTIONS:** \_\_\_\_\_

**AFTER SERVICE, RETURN TO:**

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TODAYS DATE: \_\_\_\_\_