

**875—35.3(91A) Filing a claim.**

**35.3(1)** *Wage claim form.* An aggrieved employee shall supply such information as required by the director to commence the investigation of a claim. The claimant shall certify by signature that such information is true to the best of the claimant's knowledge and belief. A claim for wages may be sent to the director by mail, facsimile, or email.

**35.3(2)** *Assignment of claim.* By submitting a wage claim form to the director, a claimant assigns the claim to the director contingent on the director's determination that the claim is enforceable. A claimant may terminate the assignment by so notifying the director in writing. The director may terminate the assignment upon a determination that the claim is not enforceable.

**35.3(3)** *Denial of claim.* The director may deny claims within 14 days of receipt. Reasons for denying a claim without further investigation include but are not limited to the following:

- a. The claim is received by the director more than one year after the date the wages became due and payable.
- b. The claim must be heard in another forum or jurisdiction.
- c. The claimant has begun a legal proceeding on the claim or has legal representation to pursue the claim.
- d. The claim has been discharged in bankruptcy.

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