

<<date>>

<<debtor name>>

<<debtor street address>>

<<debtor City, State, zip>>

Subject: Notification of Overpayment on warrant #_____ Employee #_____

This letter is to inform you that you have received payment of wages for which you were not entitled. On the pay period #_____ (_____ (date range) _____). You received Warrant # _____ in the amount of _____ (amount) via (direct deposit or warrant) on _____ (pmnt date) for ___ hours. This payment caused an overpayment of _____ hours in the amount of \$_____.

Enclosed is a copy of your Remuneration statement for the period in question and an overpayment recalculation spreadsheet illustrating the overpayment amount.

Pursuant to Arkansas Code Annotated § 26-36-301 et seq. the Revenue Division of the Department of Finance and Administration has advised this agency that if you have a pending claim for a refund, we intend to apply the refund to the debt you owe this agency. You are entitled to a hearing concerning the validity of this debt. Your request of a hearing must be submitted to the address found on this letter within thirty (30) days of the date found on this letter. Failure to request a hearing within the thirty (30) days will result in application of your refund to the debt.

Do not contact the Revenue Division to attempt to resolve the validity of the debt. The validity of the debt must be resolved between the debtor and this agency.

If you have any questions, please do not hesitate to call or e-mail me. My number is _____.

Sincerely,

<<agency contact>>

<<Agency Name>>