

## First Notice

August 29, 2007

Ms. Jane Jones  
123 Smith Ave.  
Greenville, NC 27858

RE: Salary Overpayment

Dear Ms. Jones,

The **Name of Department** has notified us that you separated from the University effective June 30, 2007 and you were paid through July 15, 2007 in error. The result is that you have been overpaid in the amount of \$1,000.00 gross / \$500.00 net. We apologize that this has occurred and respectfully request that you provide us with a check for the net amount of \$500.00.

Please make the check payable to **East Carolina University** and mail to the following address:

ECU Payroll Department  
Attn: Tia Freeman  
208 East Third Street  
Greenville, NC 27858-4353

We are obligated to inform you of the North Carolina General Statute which pertains to overpayment of state funds to state employees. Per North Carolina State Statute 147-86.23, if we do not receive payment within 30 days of this letter or satisfactory arrangements have not been made for repayment, interest of 8% will accrue and a late fee of 10% will be assessed.

Once again we apologize for any inconvenience and appreciate your prompt attention to this matter. I can be contacted at (252) 328-6955 between the hours of 8:00 to 5:00 Monday thru Friday.

Sincerely,

Tia Freeman  
Assistant Payroll Director  
[freemand@ecu.edu](mailto:freemand@ecu.edu)

cc: John Smith, **Name of Department**

## Second Notice

September 30, 2007

Ms. Jane Jones  
123 Smith Ave.  
Greenville, NC 27858

RE: Salary Overpayment

Dear Ms. Jones

We have not received a response from you in reference to our letter dated August 29, 2007 regarding the salary overpayment you received in July 2007. To recap, the **Name of Department** notified us that you separated from the University effective June 30, 2007 and were paid through July 15, 2007 in error. The result was that you were overpaid in the amount of \$1,000.00 gross / \$500.00 net.

As noted in our previous letter, since this balance has now been outstanding for over 30 days, we are assessing interest of 8% per annum (\$3.33 per month) and a 10% late fee (\$100.00). Therefore your current balance due is now \$603.33. Interest will continue to accrue until this debt is paid in full.

Please mail a check for this amount, made payable to **East Carolina University** and mail to the following address:

ECU Payroll Department  
Attn: Tia Freeman  
208 East Third Street  
Greenville, NC 27858-4353

Per North Carolina State Statute 105A, we are required to report this debt to the Set Off Debt Collection Program (SODCA), which would effect future income tax refunds

Thank you for giving this matter your prompt attention. I can be contacted at (252) 328-6955 between the hours of 8:00 to 5:00 Monday thru Friday.

Sincerely,

Tia Freeman  
Assistant Payroll Director  
[freemand@ecu.edu](mailto:freemand@ecu.edu)

## FINAL NOTICE

November 2, 2007

Ms. Jane Jones  
123 Smith Ave.  
Greenville, NC 27858

RE: Salary Overpayment

Dear Ms. Jones,

We have not received a response from you in reference to either of our letters dated August 29, 2007 and September 30, 2007 regarding your payroll overpayment from July 2007 in the amount of \$1,000.00 gross / \$500.00 net. Since we have not received payment and no arrangement for payment has been made, the amount you now owe, including interest (\$3.33) and late fee (\$100.00) is \$603.33.

Please mail a check for this amount, made payable to **East Carolina University** and mail to the following address:

ECU Payroll Department  
Attn: Tia Freeman  
208 East Third Street  
Greenville, NC 27858-4353

You are currently responsible for repaying the net amount plus interest and late fees. If payment is not received in full by November 30, 2007 you will be required to repay the gross amount plus interest and late fees.

We are also required to inform you that if payment in full is not received within 30 days of the date of this letter, your account will be turned over to the North Carolina State Attorney General's office for collection.

Sincerely,

Tia Freeman  
Assistant Payroll Director  
[freemand@ecu.edu](mailto:freemand@ecu.edu)

Sent Certified