

East Carolina University
 Repayment Agreement
 (Active Employee)

I, _____, acknowledge and do not dispute, the debt owed to East Carolina University in the gross amount of \$_____.

This debt is the result of a salary overpayment from _____ to _____ and occurred because of _____.

I agree to the following installment repayment schedule as set forth below. The first payment will be deducted from my regular earnings on _____, and will continue until the debt is repaid in full.

Payment Due Date	Amount Due	Payroll ID Number (Payroll Use Only)

I understand that if I resign or otherwise terminate my employment with East Carolina University before completing this repayment agreement, my final regular earnings and/or accrued annual leave will be applied to this debt, and I will remain responsible for the balance of the debt that has not been repaid by this agreement.

 Signature of Employee

 Date

 ECU ID Number

 Department

 Phone Number

 Approval – Departmental Representative

 Date