

revised Sept. 2009

**For ACTIVE faculty, staff and students for an overpayment in the current calendar year; payment must be received by 12/01/09.**

Dear:

Our records indicate that you received a salary overpayment in the amount of \$\_\_\_\_\_ (gross pay). The salary overpayment resulted because . . . . . Please see a copy of the spreadsheet outlining how and when you were overpaid.

If you have questions about this matter or the overpayment amount, please call John Doe, Payroll Administrator, at 410-123-4567. The preferred method of repaying a salary overpayment is through future salary reductions. As an active University employee, you may choose to repay this amount through salary reductions over no more than six months. Attached is a salary reduction repayment form. Please complete the form and return it to:

Johns Hopkins University  
Payroll Shared Service  
1101 E 33<sup>rd</sup> Street # D200  
Baltimore, MD 21218

Alternatively, you may repay \$\_\_\_\_\_ upon receipt of this letter. This repayment amount is 70% of the gross amount of the overpayment to provide for an estimate of the taxes (30%) that were withheld from the overpayment (7.65% FICA, 6% State Tax, and 16.35% Federal Tax).

Your check or money order should be made payable to The Johns Hopkins University and sent to the address noted above.

We sincerely regret any inconvenience this matter may have caused you. We trust, though, you understand that it is necessary for Johns Hopkins University to be reimbursed for the wages you were paid in error and that this be done as promptly as possible.

I thank you in advance for making this repayment.

Sincerely,