

revised Oct. 2009

For terminated faculty, staff and students for an overpayment in the current 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 overpayment resulted because Please see a copy of the spreadsheet outlining how and when you were overpaid.

We ask that you please repay \$_____ within 30 days of receipt this letter so that we can clear our records of your overpayment and report correct information to the Internal Revenue Service and other agencies. If you have questions about this matter or the overpayment amount, please call John Doe, Payroll Administrator, at 410-123-45678.

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:

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

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,