

Business

SE 3401.00q

SALARY UNDERPAYMENT/OVERPAYMENT

(2nd NOTICE)

Date: _____

Mendocino County Office of Education
2240 Old River Road
Ukiah, CA 95482

Dear _____,

A letter was sent to you by Certified mail on _____ notifying you that you had been overpaid a total of \$_____ during the period _____ (copy enclosed).

As of to date, we have not heard from you to arrange a repayment.

Make a personal check for the overpayment payable to Mendocino County Office of Education, attach it to a copy of this notice, and send it to the attention of the Payroll Department at the address indicated above.

If you have any questions, please call Patty Ashmore at (707) 467-5031.

Sincerely,

Business Services Department Manager

Overpay3

Exhibit adopted: January 23, 2001