

[Date]

[Home Address]

Dear [Name]:

I regret to inform you that due to an error on our part your appointment with the [Unit] was [reason]. This error resulted in an overpayment to you in the amount of [\$\$] net, on [Payroll Date].

Please submit a check or money order by [Date] for repayment. The payment should be made payable to The Ohio State University. You may drop it off to me or mail it directly to OSU Payroll, Blankenship Hall, 2nd Floor, 901 Woody Hayes Drive, Columbus, OH 43210-4016, with a copy of this letter. Upon receipt of your payment, the University will make the appropriate adjustments to your withholdings and deductions.

***For GA appointments:** [It will be necessary to cancel the fee authorization you have received for [] quarter. You will be responsible for the tuition and fees. The charges will appear on your statement of account.]*

If you have concerns or questions regarding the overpayment or the amount, please contact me immediately at [phone]. I look forward to receiving your payment or response within **ten days** of this letter. Your prompt attention is appreciated.

I apologize for the inconvenience and thank you for your payment.

Sincerely,

[Name], [Title]

cc: School Director/ Department Chair
Betsy Lindsey, College Senior Fiscal Officer
Fund/project owner
OSU Payroll