

**EMPLOYEE PAYBACK OF SALARY OVERPAYMENTS BY  
ELECTRONIC TRANSFER FROM DEPARTMENT OF REVENUE**

TO: Chris Byrd  
GA & FM SECTION

FROM: Annette Chandler  
Payroll

DATE:

PLEASE DEPOSIT THE ELECTRONICALLY TRANSFERRED MONEY FROM  
DOR ACCORDING TO THE LISTED INFORMATION BELOW:

EMPLOYEE NAME \_\_\_\_\_ SSN \_\_\_\_\_

UNIT NUMBER AND NAME \_\_\_\_\_

AMOUNT OF PAYMENT \_\_\_\_\_

**PRIOR YEAR SALARY LINE ITEM FOR EMPLOYEE**

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YOUR ATTENTION TO THIS MATTER IS APPRECIATED.

CC: PAYROLL SECTION  
ACCOUNTS RECEIVABLE SECTION  
HUMAN RESOURCE MANAGER