

MEMORANDUM

TO: State Controller

THROUGH: Central Payroll – Overpayment Desk

FROM: [Click here and type Director/Administrator's name]
[Click here and type department name]
[Click here and type division name]

DATE: [Click here and type date]

SUBJECT: Referral of Payroll Overpayment for Collection

A payroll overpayment for the following active employee is being referred to your office for collection.

Name:	<u>[Click here and type name]</u>
Employee ID #:	<u>[Click here and type Employee ID #]</u>
Last Known Address:	<u>[Click here and type address]</u>
	<u>[Click here and continue address]</u>
	<u>[address continuation (if needed)]</u>
Last Known Telephone:	<u>[Click here and type telephone number]</u>
Term Date (if applicable):	<u>[Click here and type term date]</u>
Home Org #:	<u>[Click here and type home Org #]</u>

A notification of payroll overpayment or default on agreement to repay a payroll overpayment was sent to the employee on [Click here and type date] and no response from the employee has been received to date. Attached is a copy of the notification.

We request the State Controller proceed as follows:

☐ Provide written approval and instruction to Central Payroll to initiate payroll deduction as this payroll overpayment is due from an active employee.

☐ Proceed with further collection action, which could include the State Controller referring the debt to a private debt collector.

If all options for collection of the payroll overpayment are deemed impossible or impractical to collect, the agency recommends the State Controller request the State Board of Examiners to designate the payroll overpayment as a bad debt. The agency understands that a bad debt remains a legal and binding obligation owed by the debtor to the State of Nevada.

Thank you for your assistance. Should you have any questions, please contact [Click here and type payclerk's name] at [Click here and type telephone #].

[Click here and type your initials]

Attachment