*(Copy template to Department Letterhead)*

**DATE:**

**TO:**

**FROM:** Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RE: OVERPAYMENT NOTIFICATION**

It has come to our attention that you have been **overpaid** as summarized below:

|  |  |
| --- | --- |
| **Pay Date(s):** | **Pay Period(s):** |
|  |  |
|  |  |
|  |  |

*The overpayment resulted from (please describe how this error occurred):*

You will be receiving notification from the K-State Division of Financial Services (DFS) Payroll Team detailing the overpayment amount, repayment instructions, and applicable payment deadlines.

You are responsible for paying back this overpayment in a timely manner. For more information about Overpayment Responsibilities, please visit the DFS Payroll website at <https://www.k-state.edu/finsvcs/payroll/>

If you have any questions or need further assistance regarding this overpayment, please contact:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*[Department Contact] [Department Contact Info*