

Payroll Repayment PCG-REPAY

Organization Payroll Officers must work with the DOA Payroll Compliance Group (PCG) to timely and accurately resolve overpayment situations. Refer to Wage Overpayment Policy – PCG-OVRPAY for the code, rules, regulations, and guidelines that affect the procedures covered in this document.

When an employee is overpaid, the Organization Payroll Officer analyzes the circumstances of the overpayment, prepares a Repayment Worksheet and forwards the worksheet and supporting documentation to the PCG for review and approval of the amount to be collected from the employee. The PCG is responsible for depositing all personal checks and money orders related to Payroll Repayments to the State's bank account. The PCG also monitors deposits to the State's bank account associated with the PAYDUE general deduction on employee records in the PHRST system.

If an employee ignores all attempts to discuss an overpayment or refuses to sign a repayment agreement, the State is entitled to collect the amount of the overpayment from the employee's current earnings. Organization Payroll Officers are advised to make at least three attempts to contact an employee about a wage overpayment before initiating collection through the Payroll system. It is imperative that all attempts at communicating with the employee are documented. For instance, send an email to confirm a one-on-one meeting; use the "Read Receipt" option to prove the employee opened an email; or, send a Certified/Return Receipt letter to the employee's home address. If an employee does not sign a Notification of Wage Overpayment or Repayment Agreement form within 10 business days of notification, follow the applicable instructions in the procedures below for the current year or prior year scenario.

Wage overpayments for terminating employees, deceased employees, and employees transferring to another Organization will be turned over to the PCG for collection of the remaining balance owed.

Use the links below to move to the section of this document that covers a specific overpayment scenario:

CURRENT CALENDAR YEAR OVERPAYMENTS

- **Procedures**

[Payroll Repayment – Total Check \(Current Calendar Year\)](#)

[Non-Responsive Employee](#)

[Payroll Repayment – Partial Check \(Current Calendar Year\)](#)

[Non-Responsive Employee](#)

- **Forms – Located on the Division of Accounting website**
http://accounting.delaware.gov/payroll_comp/policies.shtml

Current Year Notification of Wage Overpayment Form

Current Year Payroll Repayment Worksheet

PRIOR CALENDAR YEAR OVERPAYMENTS

- **Procedures**

[Payroll Repayment – Total Check \(Prior Calendar Year\)](#)

[Non-Responsive Employee](#)

[Payroll Repayment – Partial Check \(Prior Calendar Year\)](#)

[Non-Responsive Employee](#)

- **Forms – Located on the Division of Accounting website**
http://accounting.delaware.gov/payroll_comp/policies.shtml

Prior Year Payroll Repayment Worksheet

Prior Year Notification of Wage Overpayment Form

MISCELLANEOUS

- [Terminating / Transferring/ Deceased Employees](#)
- [Sample Letter - Notification of Transfer to PCG \(Terminated/Transferred/Deceased\)](#)
- [Sample Letter of Receipt and OASDI/Medicare Disclaimer](#)
- [Calculation for Reduction/Deduction Amounts \(Non-Responsive employees\)](#)

PAYROLL REPAYMENT – TOTAL CHECK (CURRENT CALENDAR YEAR)

❖ Calculation Considerations

- Calculate overpayments crossing a calendar year by calendar year
- Calculate overpayments that occurred over multiple paychecks by paycheck

❖ Funding Considerations

- Overpayments that occurred in a prior Fiscal Year (FY) partially/wholly funded by General Funds
 - Calculate the gross overpayment by separate Fund type
 - Prior FY General Fund (Appropriation 0137) repayment amounts are returned to the State

1. Organization Payroll Officer completes a *Current Year Payroll Repayment Worksheet* (Worksheet)

- a. Use a separate Worksheet for each paycheck where the employee was overpaid
- b. Submit the completed Worksheet(s) to the PCG for approval

2. PCG reviews the Worksheet(s), ensures compliance with all applicable rules and guidelines, and approves the overpayment amount to be repaid to the State

3. After PCG approves the Worksheet(s), the Organization Payroll Officer must:

- a. Complete a *Current Year Notification of Wage Overpayment Form (Notification)* entering the PCG-approved Overpayment Amount from the Worksheet on the *Notification*
- b. Meet with the employee to discuss the circumstances of the overpayment and explain the repayment options listed on the *Notification*

NOTE: If the employee is concurrently hired, it may be possible to collect repayments against earnings from another Organization – contact PCG, 302-672-5506, for more information.

4. After agreeing to a repayment option below, the employee signs the *Notification*a. **Wage reduction from subsequent paycheck(s) in the current calendar year**

- The Organization Payroll Officer enters the adjustment(s) in the PHRST system
 - Do NOT reduce the Regular (REG) Hours in the current pay period
 - Apply a negative amount using the WGR (Wage Repayment Amount) Earnings Code or TRC

IMPORTANT: If the obligation is not satisfied by the end of the current calendar year, you must **STOP** all wage reductions. The balance due must be recalculated using Prior Year rules, and collect the remaining balance using the PAYDUE General Deduction.

b. Employee submits a personal check/money order(s) in the current calendar year

- The Organization Payroll Officer submits the check/money order, a completed *Payroll Repayment Form* and a copy of the signed *Notification* to the PCG
 - Pay Period End Date and Pay Check Date must include all dates of the overpayment
 - The Net amount must match the payable amount on personal check/money order
 - If the employee had a garnishment deduction on the original check, collect the amount of the garnishment deduction
 - Check or money order must be made payable to the State of Delaware
- If the employee fails to submit payment by personal check/money order as agreed, collect the repayment through a wage reduction in the PHRST system

Non-Responsive Employees

1. After the PCG approves the Worksheet(s), the Organization Payroll Officer calculates the employee's minimum wage reduction amount (Sample Calculation attached)
2. In PHRST, apply the calculated wage reduction as a negative amount using the WGR (Wage Repayment Amount) Earnings Code as follows:
 - a. If the employee's earnings fluctuate from pay period to pay period:
 - Apply a negative WGR to Payline or Time & Labor each pay period until the obligation is satisfied
 - Keep a Ledger to track the balance owed
 - b. If the employee's salary is consistent from pay period to pay period:
 - Establish a negative WGR on the Additional Pay record
 - Establish a Goal Amount
3. Notify the PCG when the wage reductions begin and when the overpayment is collected in full

<p>IMPORTANT: If the obligation is not satisfied by the end of the current calendar year, you must STOP all wage reductions. The balance due must be recalculated using Prior Year rules, and collect the remaining balance using the PAYDUE General Deduction.</p>

PAYROLL REPAYMENT – PARTIAL CHECK (CURRENT CALENDAR YEAR)

❖ Calculation Considerations

- Calculate overpayments crossing a calendar year by calendar year
- Calculate overpayments that occurred over multiple paychecks by paycheck

❖ Funding Considerations

- Overpayments that occurred in a prior Fiscal Year (FY) partially/wholly funded by General Funds
 - Calculate the gross overpayment by separate Fund type
 - Prior FY General Fund (Appropriation 0137) repayment amounts are returned to the State

1. The Organization Payroll Officer completes a *Current Year Payroll Repayment Worksheet* (Worksheet)
 - a. Complete a separate Worksheet for each paycheck where the employee was overpaid
 - b. Submit completed Worksheet(s) to the PCG for approval
2. The PCG reviews the Worksheet(s), ensures compliance with all applicable rules and guidelines, and approves the overpayment amount to be repaid to the State
3. After the PCG approves the Worksheet(s), the Organization Payroll Officer:
 - a. Completes a *Current Year Notification of Wage Overpayment Form (Notification)* entering the PCG-approved Overpayment Amount from the Repayment Worksheet on the *Notification*
 - b. Meets with the employee to discuss the circumstances of the overpayment and explain the repayment options listed on the *Notification*

NOTE: If the employee is concurrently hired, it may be possible to collect repayments against earnings from another Organization – contact PCG, 302-672-5506, for more information.

4. After agreeing to a repayment option below, the employee signs the *Notification*
 - a. **Wage reduction from subsequent paycheck(s) in the current calendar year**
 - The Organization Payroll Officer enters the adjustment(s) in the PHRST system and notifies the PCG when the overpayment is collected in full
 - Do NOT reduce REG Hours
 - Apply a negative amount using the WGR (Wage Repayment Amount) Earnings Code or TRC

IMPORTANT: If the obligation is not satisfied by the end of the current calendar year, you must **STOP** all wage reductions. The balance due must be recalculated using Prior Year rules, and collect the remaining balance using the PAYDUE General Deduction.

b. Employee submits a personal check/money order(s) in the current calendar year

- The Organization Payroll Officer submits the check/money order, a completed *Payroll Repayment Form* and a copy of the signed *Notification* to the PCG
 - Pay Period End Date and Pay Check Date must include all dates of the overpayment
 - The Net amount must match the payable amount on personal check/money order
 - Employee must also pay for any garnishment/TSA/Deferred Compensation deduction not accounted for in the calculation
 - Check or money order must be made payable to the State of Delaware
- If the employee fails to submit payment by personal check/money order as agreed, collect the repayment through a wage reduction in the PHRST system

Non-Responsive Employees

1. After the PCG approves the Worksheet(s), the Organization Payroll Officer calculates the employee's minimum wage reduction amount (Sample Calculation attached)
2. In PHRST, apply the calculated wage reduction amount as a negative WGR (Wage Repayment Amount) as follows:
 - a. If the employee's earnings fluctuate from pay period to pay period:
 - Apply a negative WGR to Payline or Time & Labor each pay period until the obligation is satisfied
 - Keep a Ledger to track the balance owed
 - b. If the employee's salary is consistent from pay period to pay period:
 - Establish a negative WGR on the Additional Pay record
 - Establish a Goal Amount
3. Notify the PCG when the wage reductions begin and when the overpayment is collected in full

IMPORTANT: If the obligation is not satisfied by the end of the current calendar year, you must **STOP** all wage reductions. The balance due must be recalculated using Prior Year rules, and collect the remaining balance using the PAYDUE General Deduction.

PAYROLL REPAYMENT – TOTAL CHECK (PRIOR CALENDAR YEAR)

Federal regulations prohibit reducing current year wages for a prior year overpayment. See IRS Pub.15 (Circular E). DO NOT recoup the gross overpayment by a wage reduction on a subsequent year paycheck.

❖ Calculation Considerations

- Calculate overpayments crossing a calendar year by calendar year
- Calculate overpayments that occurred over multiple paychecks by paycheck

❖ Funding Considerations

- Overpayments that occurred in a prior Fiscal Year (FY) partially/wholly funded by General Funds
 - Calculate the gross overpayment by separate Fund type
 - Prior FY General Fund (Appropriation 0137) repayment amounts are returned to the State

1. The Organization Payroll Officer completes a *Prior Year Payroll Repayment Worksheet* (Worksheet)
 - a. Complete a separate Worksheet for each paycheck the employee was overpaid
 - b. Calculate Gross overpayment reduced by OASDI and Medicare only
 - c. **Do not reduce the repayment by the amount of Federal, State and Local taxes, and/or the Pension deduction that was withheld**
 - d. Submit completed Worksheet(s) to the PCG for approval
2. The PCG reviews the Worksheet(s), ensures compliance with all applicable rules and guidelines, and approves the overpayment amount to be repaid to the State
3. After the PCG approves the Worksheet(s), the Organization Payroll Officer:
 - a. Completes a *Prior Year Notification of Wage Overpayment Form (Notification)* entering the PCG-approved Overpayment Amount from the Repayment Worksheet on the *Notification*
 - b. Meets with the employee to discuss the circumstances of the overpayment and explain the repayment options listed on the *Notification*
4. After agreeing to a repayment option below, the employee signs the *Notification*
 - a. **Repayment deducted from subsequent paycheck(s) via General Deduction**
 - The Organization Payroll Officer enters the PAYDUE General Deduction in the PHRST system
 - Do NOT reduce earnings
 - Enter the Net amount due in the Goal Amount

- Submits a completed *Payroll Repayment Form* to PCG
 - PCG will attach this form to all vendor payments received
 - Pay Period End Date and Pay Check Date must include all dates for the overpayment
 - Notifies the PCG when overpayment is collected in full
 - Provides the employee with a statement showing receipt of the repayment
- b. **Employee submits a personal check/money order(s) for a prior calendar year obligation**
- The Organization Payroll Officer submits
 - Signed *Notification*
 - A completed *Payroll Repayment Form*
 - Pay Period End Date and Pay Check Date must include all dates for the overpayment
 - The Net amount must match the payable amount on the personal check/money order
 - Employee must also pay for any garnishment/TSA/Deferred Compensation deduction not accounted for in the calculation
 - A personal check or money order made payable to the State of Delaware
 - If the employee fails to submit payment by personal check/money order as agreed, collect the repayment through a PAYDUE general deduction in the PHRST system
- c. Employee submits a written statement that they will not seek a refund of the OASDI and Medicare taxes directly from the IRS. (Sample Attached)
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Non-Responsive Employees

1. After the PCG approves the Worksheet(s), calculate the employee's minimum General Deduction amount (Sample Calculation attached)
2. In PHRST, apply this amount as a PAYDUE General Deduction on all paychecks until the obligation is satisfied:
 - a. If the employee's earnings fluctuate from pay period to pay period:
 - Perform this calculation each pay period and adjust the deduction as required
 - Establish a Goal Amount
 - b. If the employee's salary is consistent from pay period to pay period:
 - Calculate this amount once
 - Establish a Goal Amount
3. Notify the PCG when this deduction begins and when satisfied

PAYROLL REPAYMENT – PARTIAL CHECK (PRIOR CALENDAR YEAR)

Federal regulations prohibit reducing current year wages for a prior year overpayment. See IRS Pub.15 (Circular E). DO NOT recoup the gross overpayment by a wage reduction on a subsequent year paycheck.

❖ Calculation Considerations

- Calculate overpayments crossing a calendar year by calendar year
- Calculate overpayments that occurred over multiple paychecks by paycheck

❖ Funding Considerations

- Overpayments that occurred in a prior Fiscal Year (FY) partially/wholly funded by General Funds
 - Calculate the gross overpayment by separate Fund type
 - Prior FY General Fund (Appropriation 0137) repayment amounts are returned to the State

1. The Organization Payroll Officer completes a *Prior Year Payroll Repayment Worksheet* (Worksheet)
 - a. Complete a separate Worksheet for each paycheck where the employee was overpaid
 - b. Calculate the Gross overpayment reduced by OASDI and Medicare only
 - c. **Do not reduce the repayment by the amount of Federal, State, and Local taxes, and/or the Pension deduction that was withheld**
 - d. Submit the completed Worksheet(s) to the PCG for approval
2. The PCG reviews the Worksheet(s), ensures compliance with all applicable rules and guidelines, and approves the overpayment amount to be repaid to the State
3. After the PCG approves the Worksheet(s), the Organization Payroll Officer:
 - a. Completes a *Prior Year Notification of Wage Overpayment Form* (*Notification*) entering the PCG-approved Overpayment Amount from the Repayment Worksheet on the *Notification* form
 - b. Meets with the employee to discuss the circumstances of the overpayment and explain the repayment options listed on the *Notification*
4. After agreeing to a repayment option below, the employee signs the *Notification of Wage Overpayment form*
 - a. **Repayment deducted from subsequent paycheck(s) via General Deduction**
 - The Organization Payroll Officer enters the PAYDUE Deduction in the PHRST system
 - Do NOT reduce earnings
 - Enter the Net amount due in the Goal Amount

- Submits a completed *Payroll Repayment Form* to PCG
 - The PCG will attach this form to all vendor payments received
 - Pay Period End Date and Pay Check Date must include all dates for the overpayment
 - Notifies the PCG when overpayment is collected in full
 - Provides the employee with a statement showing receipt of the repayment
- b. **Employee submits a personal check/money order(s) for a prior calendar year obligation**
- The Organization Payroll Officer submits:
 - Signed *Notification*
 - A completed *Payroll Repayment Form*
 - Pay Period End Date and Pay Check Date must include all dates for the overpayment
 - The Net amount must match the payable amount on the personal check/money order
 - Employee must also pay for any garnishment/TSA/Deferred Compensation deduction not accounted for in the calculation
 - A personal check or money order made payable to the State of Delaware
 - If the employee fails to submit payment by personal check/money order as agreed, collect the repayment through a PAYDUE general deduction in the PHRST system
- c. Employee submits a written statement that they will not seek a refund of the OASDI and Medicare taxes directly from the IRS. (Sample Attached)

Non-Responsive Employees

1. After the PCG approves the Worksheet(s), calculate the employee's minimum General Deduction amount (Sample Calculation attached)
2. In PHRST, apply this amount as a PAYDUE Deduction on all paychecks until the obligation is satisfied:
 - a. If the employee's earnings fluctuate from pay period to pay period:
 - Perform this calculation each pay period and adjust the deduction as required
 - Establish a Goal Amount
 - b. If the employee's salary is consistent from pay period to pay period:
 - Calculate this amount once
 - Establish a Goal Amount
3. Notify the PCG when this deduction begins and when satisfied

MISCELLANEOUS**➤ Terminating Employees**

When an employee with an outstanding balance owed on a wage overpayment terminates employment with the State, the PCG takes over collection of the outstanding balance on behalf of the Organization. Follow the steps below to transition the collection effort to the PCG.

1. The Organization follows the procedure to collect the amount owed to the fullest extent possible from the employee's final paycheck. The full amount of a payout of Annual and Sick Leave balances must be used to satisfy the overpayment.
2. Notify the PCG that the employee has terminated State employment.
3. Send copies of overpayment/repayment documentation to the PCG.
 - Previously Signed Notification of Wage Overpayment Form (s)
 - Documentation of communication efforts
 - Supporting documents reflecting collection efforts to-date
 - Complete a Payroll Repayment form for the remaining balance (must include all funding information)
4. The Organization will provide the employee with a letter stating that the collection of the remaining balance will be managed by the Payroll Compliance Group. An updated Notification of Wage Overpayment for Terminated Employees form will be attached to reach an agreement on continuing repayments to the State.
5. Employee has 30 days to respond to PCG or pay in full.
6. If the former employee fails to respond and agree to a repayment plan within 30 days or fails to make agreed upon payments, the PCG will utilize the Division of Revenue's collections department and intercept future State of Delaware tax refunds until the outstanding balance is satisfied.

NOTE: The former employee will receive communication from the Division of Revenue prior to the interception of State of Delaware tax refunds.

➤ Transferring Employees

When an employee with an outstanding balance transfers to another Organization, the PCG takes over efforts to collect the outstanding balance on behalf of the losing Organization. Follow the steps below to transition the collection effort to the PCG.

1. The Organization follows the procedure to collect the amount owed to the fullest extent possible from the employee's final paycheck. If applicable, the full amount of a payout of Annual and Sick Leave balances must be used to satisfy the overpayment.
2. Advise the employee that repayments shall continue against future wages from the gaining Organization, unless paid in full.
3. The Organization will provide the employee with a letter stating that the collection of the remaining balance will be managed by the Payroll Compliance Group. An updated Notification of Wage

Overpayment for Transferred Employees form will be attached to reach an agreement on continuing repayments to the State.

4. Notify the PCG that the employee has transferred to another Organization.
5. Send copies of overpayment/repayment documentation to the PCG.
 - Previously Signed Notification of Wage Overpayment Form(s)
 - Documentation of communication efforts
 - All supporting documentation including collection efforts to-date
 - Complete a Payroll Repayment form for the remaining balance (must include all funding information)
6. The PCG advises the “receiving” Organization of the outstanding overpayment and that repayments must continue against the employee’s current paychecks.
7. The PCG submits a request to PHRST to input the Repayment Earnings Code (WGR) or General Deduction Code (PAYDUE) on the employee’s record in the PHRST system.

➤ **Deceased Employees**

When a deceased employee has an outstanding balance, the PCG takes over efforts to collect the outstanding balance from the Estate. Follow the steps below to transition the collection effort to the PCG.

1. The Organization follows the procedure to collect the amount owed to the fullest extent possible from the deceased employee’s final paycheck. If applicable, the full amount of a payout of Annual and Sick Leave balances must be used to satisfy the overpayment.
2. Notify the PCG that the employee is deceased.
3. Send copies of overpayment/repayment documentation to the PCG.
 - Previously Signed Notification of Wage Overpayment Form(s)
 - Documentation of communication efforts
 - All supporting documentation including collection efforts to-date
 - Complete a Payroll Repayment form for the remaining balance (must include all funding information)
4. If employee is deceased before the debt is settled, PCG files a claim against the Estate with the Register of Wills of the County in which the decedent resided as of his death with a copy to the personal representative of the Estate as contemplated by 12 Del. C. § 2104, not later than eight (8) months following the date of death as required by 12 Del. C. §2102.

➤ **Garnishing Wages**

Inactive overpayments may be turned over to a collection agency or to the Attorney General’s (AG) Office to file a claim in Small Claims Court. Garnishing wages is a course of last resort, to collect on an overpayment. The garnishment process should only be used if the employee is terminated/retired and refuses to repay the obligation. Maintain a copy of the unsigned *Notification of Wage Overpayment* form in the employee’s file.

1. Chose the correct Payroll Repayment scenario in the above documentation

2. Within that scenario, follow Steps 1 and 2
3. After the PCG approves the Payroll Repayment Worksheet(s), complete the garnishment process with Legal Counsel
4. The request to the court can include:
 - a. Net wage overpayment
 - b. Attorney's Fees
 - c. Court Fees
 - d. Interest (Organization is responsible for calculating interest owed)
5. Upon receipt of biweekly Vendor Check:
 - a. Deposit Vendor Check to Organization account
 - b. Issue a check, payable to the State of Delaware (Division of Accounting), from the same account
 - o Submit Net wages only
 - o The PCG should not receive Attorney/Court Fees or Interest
 - c. Send check and *Payroll Repayment Form* to PCG for processing

➤ **PCG & PHRST Payment Processing**

Repayments made via General Deduction, or personal check/money order require additional processing by PCG and PHRST.

❖ **Current Calendar Year**

1. The PCG deposits the employee's personal check/money order(s) and enters the CR - Create Accounting Entry Page in the FSF system
2. PHRST Payroll team performs the final processes for the transaction as follows:
 - a. Reduce gross wages on the employee record
 - b. Credit the Organization for all related payroll charges (Exception: Prior FY General Funds)

❖ **Prior Calendar Year**

1. The PCG receives one of the following:
 - a. Employee's personal check/money order(s)
 - Deposits payment
 - Enters the CR - Create Accounting Entry Page in the FSF system

- b. Notification of ACH deposit generated from General Deductions
 - Enters the CR - Create Accounting Entry Page in the FSF system
2. The PHRST Payroll team performs the final processes for the transaction
 - a. Reduce gross wages on the employee record
 - b. Credit the Organization for all related payroll charges (Exception: Prior FY General Funds)
 - c. Process a Corrected Form W-2 (W-2c) to reduce employee's OASDI & Medicare taxable gross
 - d. Notify the Employee, Organization, and Pension Office of actions taken

SUPPORTING DOCUMENTS:

Payroll Repayment Worksheet, Calculate the Net Overpayment for the Current Calendar Year
http://accounting.delaware.gov/payroll_comp/policies.shtml

Payroll Repayment Worksheet, Calculate the Net Overpayment for the Prior Calendar Year
http://accounting.delaware.gov/payroll_comp/policies.shtml

Payroll Repayment Form
http://accounting.delaware.gov/payroll_comp/policies.shtml

PayBreeze Application, located on the PHRST website
<http://extranet.phrst.state.de.us/>

Copy and paste this Sample Letter template on Organization letterhead. Provide a copy of the completed form to the employee and retain original in the personnel file.

{date}

{Employee/Estate Name}

{Employee Address}

Dear {employee/Estate},

This letter serves as notification that your current outstanding payroll overpayment balance has been turned over to the Payroll Compliance Group (PCG) within the Division of Accounting, Department of Finance.

Attached is a *Notification of Wage Overpayment for {Terminated/Transferred/Deceased} Employees Form* to provide you with an updated balance, and to establish payment arrangements with the PCG to satisfy your obligation. The form must be returned within 10 days to: **Payroll Compliance Group, Division of Accounting, 820 Silverlake Blvd, Suite 200, Dover, DE 19904.**

Please contact Katrina Zapata, 302-672-5506, or Katrina.Zapata@state.de.us if you have any questions regarding this matter.

Best Regards,

{Your Name}

{title}

{Organization}

{Contact information}

Attachment

cc: Debra A. Cormier, State Payroll Compliance Administrator, Division of Accounting
Katrina Zapata, Payroll Compliance Analyst, Division of Accounting

Copy and paste this Sample Receipt template on Organization letterhead. Provide a copy of the completed form to the employee and retain original in the personnel file.

SAMPLE RECEIPT

State of Delaware
<Any Organization>

Receipt for <John Doe, Employee ID 012345>

Details:

Payroll Repayment of prior year wages due to overpayment of

Paycheck Date: _____

Gross: \$1000.00
OASDI: \$ 62.00
Medicare: \$ 14.50
Net: \$ 923.50

Personal Check number: _____

Payroll Repayment Received: \$ _____

Date Received: _____

I, John Doe will not seek a refund of the OASDI and/or Medicare taxes associated with this transaction directly from the IRS.

Employee Name Date Organization Representative Name Date

Employee Signature Date Organization Representative Signature Date

Sample Reduction/Deduction Calculation

Paycheck Information

Regular Pay	2,275.10	Medical	38.92
Hazard Duty	100.00	Dental	15.81
Overtime Pay	<u>600.00</u>	State Vision	3.06
Total Gross	2,975.10	Deferred Comp	25.00
		Union Dues	19.05
Federal Tax	340.85	Child Support	260.35
State Tax	130.94	Garnishment (Creditor)	55.00
OASDI	180.88	Minnesota Life	2.83
Medicare	<u>42.30</u>	Pension	<u>71.92</u>
Total Taxes	694.97	Total Deductions	491.94
		Total Net Pay	<u>\$1,788.19</u>

Wage Reduction or General Deduction Amount Calculation

Net Pay	1,788.19
Multiplied by	<u>15.00%</u>
Reduction/Deduction	\$268.23