Date

Name

Address

City State Zip

Re: <<EE Name>>

*ID# <<Empl ID>>*

Dear <<EE Name>>

During a review of your payroll history, an overpayment of salary has been identified. The review of these records finds a net amount of $<<OVP Amt>>in overpayment. We sincerely regret any inconvenience this matter may cause you. You are a valued employee, and the UCPath Center looks forward to working with you to promptly resolve this situation in a manner that best meets your needs.

This overpayment resulted because of a system error within the UCPath payroll system. The impacted check is 12/11/2019. **Please know that we are sensitive to this issue and will provide flexible options for you to repay the overpaid amount.**

The purpose of this letter is to alert you to this situation and to offer you an opportunity to identify and discuss any questions you may have about the overpayment and the repayment options available to you. The UCPath Center is available to work with you to mitigate any potential impacts on benefit, deductions and taxes.

Included in this packet are the details of the overpayment and the repayment options. Please review the information provided and select a repayment plan that will be the least impactful for you and your family. Should the suggested repayment plans below not meet with your needs, please contact UCPath Center or your campus Central Human Resources Office to discuss other available options.

Please note – If the above amount is not repaid **before December 31, 2019**, this amount becomes taxable and will increase your taxable income of your 2019 W2**,** per the Internal Revenue Service (IRS) Code Section 1341.

In order for your overpayment to be excluded from your W2 form, the entire amount must be received before the current calendar year-end. If any portion of your overpayment occurred in a prior calendar year, then you will be responsible for repaying the federal and state withholding taxes applicable to prior year overpayments along with the net amount received by you. For more information regarding this code, please visit [www.irs.gov](http://www.irs.gov).

**Please note – to avoid the above tax impacts UCPath needs receipt of the signed overpayment agreements by December 31, 2019, end of day.**

Please complete the enclosed University of California Repayment Agreement and **return it to the UCPath Center** by January 17, 2020

The UCPath Center has partnered with the UCLA billing system to provide services to assist us with securing with repayment. Depending on the selected repayment option, you may receive additional information and notices from UCLA.

Assisting you with the resolution of this situation is a priority. If you have any additional questions regarding your choice of repayment or other related matters, please contact the UCPath Center by submitting an inquiry at <https://ucpath.universityofcalifornia.edu> or by calling directly Monday – Friday 8:00 a.m. – 5:00 p.m. (PST) at 855-982-7284.

Thank you,

UCPath Center

**University of California Repayment Agreement**

Re: <<EE Name>>

*ID# <<EMPL> ID>>>*

This is to acknowledge a debt of **$<<OVP Amt.>>** which is owed back to The Regents of the University of California. This debt amount is the result of a salary overpayment from earnings dated from **<<Pay Period Affected>>>**. Please review the information provided and select a repayment plan that will be the least impactful for you and your family. Should the suggested repayment plan below not meet with your needs, please contact UCPath Center or your local HR Department to discuss other available options. Please **complete and return** to the UCPath Center by **<<10 working days from date of letter>>.**

**Please select one of the following choices:**

**1) Overpayment Repayment via Direct Payroll Deduction:**

[ ]  I agree to a one-time payment for the entire amount owed via a payroll deduction from my next payroll

 Payment in the amount of: <<OVP Amount>>

[ ]  I agree to a recurring payroll deduction from my paycheck(s) until the overpayment is paid in full. The

 agreed upon deduction will be automatically deducted based on the schedule below. Should I terminate

employment, go on a leave of absence or a short work break, I will be sent to billing and will need to repay the remaining balance via a personal check.

|  |  |  |
| --- | --- | --- |
| **Suggested** **Repayment Schedule** | **Suggested** **Amount of Deduction** | **Payment Due Date** |
| Installment 1 | $  |  |
| Installment 2 | $  |  |

**2) Overpayment Repayment via Personal Check:**

[ ]  I agree to pay the entire amount by personal check. Please make check payable to UC Regents and send check, along with a copy of this agreement, to:

**UCPath Center**

**Box 957102, 1125 Murphy Hall**

**405 Hilgard Ave.**

**Los Angeles, CA 90095-7102**

[ ]  Installment options via personal check are available, you must call the UCPath Center to set this up.

**If you choose this installment option, your payment amount and payment dates will be governed by**

**UCLA and you will be billed by UCLA.**

If you would like to repay your overpayment online, please contact UCPath Center at the 855-982-7284 Mon-Fri 8:00am – 5:00pm.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee Signature |  | Date |