



### Department Payroll Overpayment Collection Checklist

<b>Dept. ID</b>	<b>Employee Last Name</b>	<b>First</b>	<b>M.I.</b>	<b>Employee ID</b>
<b>Employee Address</b>			<b>City</b>	<b>State</b> <b>Zip</b>
<b>Employee Work Number</b>	<b>Employee Home Number</b>	<b>Employee Chart Field</b>		
		<small>for transfer of collected amounts to dept. via journal entry</small>		

Please document all dates, times, and type of outreach used below for our records. Skip to **STEP 6** when the employee informs the department either verbally or in a written response of their refusal to sign.

**STEP 1** First Attempt to Contact Employee Directly

Date:  Email  Voicemail  In Person

Comments:

**STEP 2** Second Attempt to Contact Employee Directly

Date:  Email  Voicemail  In Person

Comments:

**STEP 3** Send Employee Letter by Certified Mail (attach copy)

Date Mailed:

**STEP 4** Payroll Staff Contacts Employee's Supervisor

Date:  Email  Voicemail  In Person

Comments:

**STEP 5** Supervisor Contacts Employee

Date:  Email  Voicemail  In Person

Comments:

**STEP 6** Employee's Response

Did the employee respond to either payroll staff or supervisor?

Yes  No

Did the employee inform the department of their refusal to sign? If so, when?

Yes  No

Comments:

Did the employee request a hearing for their offset to be reviewed by the Controller's Office?

Yes  No



OFFICE OF THE CONTROLLER PAYROLL DIVISION

**STEP 7 Submit Documents to the Office of the Controller for BDR**

After completing and signing this form, file a Request for Employee Overpayment Collection form using SmartPDF. When prompted to upload related documents, submit a copy of this completed form, and other supporting documents.

**PLEASE NOTE THE FOLLOWING BEFORE SIGNING BELOW:**

- A. The Office of the Controller will contact the employee declaring the Controller's intent to forward the department's collection request to the City and County of San Francisco's Bureau of Delinquent Revenue (BDR) and inform the employee of their right to a hearing pursuant to the San Francisco Administrative Code Section 10.27, et seq.
- B. BDR will charge the department a collection fee in the amount of 25% of the repayment amount.
- C. The remainder of the collected debt will be remitted to the department either via journal entry by BDR if collected in a one-time lump sum or by the Office of the Controller if collected in installments.
- D. BDR reserves the right to employ a third-party collection service and the third-party service will charge a collection fee in the amount of 25% of the repayment amount.
- E. If a payment was made directly to the department as a result of BDR collection efforts, the department will pay the twenty-five percent (25%) commission fee to BDR via journal entry.
- F. BDR or its third-party service may negotiate a reduced amount with the employee in order to proceed with recouping funds.
- G. The department will provide the Office of the Controller and BDR all information in its possession that may reasonably lead to the collection of the outstanding obligation.
- H. The department will promptly update BDR about any debt related developments, including any payments received after the referral.
- I. The department will refer the employee and/or their representation directly to BDR for any issue concerning the collection.

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Appointing Officer Name

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Appointing Officer Signature

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Date