

**MULTNOMAH COUNTY CENTRAL PAYROLL  
NOTICE OF INTENT TO RECOVER OVERPAYMENT**

DATE \_\_\_\_\_

NAME \_\_\_\_\_

PERSONNEL # \_\_\_\_\_

It has been discovered that you were overpaid \_\_\_\_\_ gross  
for the period \_\_\_\_\_, due to the following circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A transaction for negative earnings will be done in the amount of  
\_\_\_\_\_ for \_\_\_\_\_ pay period(s) beginning with the pay period  
ending \_\_\_\_\_.

Prepared by: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

Original: Central Payroll  
Copy: Employee