

PHOENIX

OVERPAYMENT LETTERS

First step : Review the dates of the overpayment and the date you received the letter.

If the overpayment occurred 6 years ago or more

- **Do not reply to the letter.**
- Contact your local union to file a grievance. You have **25 working days** from the reception of the letter to file a grievance.
- Review your paystubs!
- If income was deducted from your paycheck to reimburse the overpayment, contact your local union.

If the overpayment occurred within the past 6 years

- **Verify the accuracy of the overpayment amount.** If you are unsure, respond to the letter by choosing option 2*.
- If the amount is inaccurate, contact your local union to file a grievance. You have **25 working days** from the reception of the letter to file a grievance.
- Review your paystubs!
- If income was deducted from your paycheck to reimburse the overpayment, contact your local union.

*Option 2 - Disagreeing with the validity and/or amount of the overpayment.