

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
All State Agencies

DATE: February 15, 2016

FROM: Louise M. Sawtelle
Associate Controller - Operations

SUBJECT: Reimbursement of Overdraft Fees Related to 2/12/16 Direct Deposit
CFO 16-06

In order to reimburse an employee for overdraft fees, a copy of the employee's bank statement showing the following is required:

1. Employee's name
2. Bank Name
3. Date of overdraft
4. Amount of overdraft fees

All other information may be redacted from the statement.

Your office can forward the statement copy to ACH.Questions@doa.ri.gov for processing. A check will be mailed to the employee's address on file with Human Resources.

Thank you.