

## INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

**TO:** Chief Payroll 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  
CPO 16-10

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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](mailto:ACH.Questions@doa.ri.gov) for processing. A check will be mailed to the employee's address on file with Human Resources.

Thank you.