{Agency Letterhead}

«AddressBlock»

{Today’s Date}

Andrea P. Hubbard, Director

Office of State Uniform Payroll

P O Box 94095

Baton Rouge, LA 70802-9095

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Undersecretary of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, personnel area #\_\_\_\_\_\_, do hereby attest that the attached list represents overpayments of wages paid to employees while employed with our agency that have been researched, found to be accurate, and all attempts to recoup directly from the former employee have been exhausted. These are now considered authenticated and delinquent. I understand that these claims will be forwarded to the Department of Revenue Office of Debt Recovery (ODR) by the Office of State Uniform Payroll (OSUP) to attempt collection.

Sincerely,

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