

REMINDER NOTICE



PERSONAL & CONFIDENTIAL

August 07, 2007

Mr. Robert Chisholm

Ottawa Ontario

OPR 903

Dear Mr. Robert Chisholm:

**RE: Overpayment of Ontario Works**

**Case ID: 102620093 (903)**

**Balance: \$5,107.55**

With regards to your outstanding overpayment, you have neglected to respond to our letters and/or telephone calls. No payment has been received nor a repayment plan established. As a result of your inaction, we have no choice but to consider litigation or other debt recovery options to obtain payment from you.

Payments of cash and debit card must be made in person during business hours, 8:30 am to 4:30 pm (4:00 pm from June 1 to September 2), Monday to Friday. VISA and Mastercard payments can be made in person or by telephone. Cheques must be made payable to the City of Ottawa, and may be enclosed in the round trip envelope provided and mailed to:

**City of Ottawa, Revenue Office  
Overpayment Recovery Unit  
Box 3442 Station D  
Ottawa, Ontario K1P 1K4  
Attention: Carole Sherman**

Your Case I.D. must be written on the front of your cheque or money order to ensure your account is properly credited. Any cheque returned dishonoured by the bank will be subject to a \$36.00 service charge.

Should you have any questions or wish to discuss payment arrangements, please contact the undersigned at (613) 580-2891 or email: [OverpaymentRecovery@ottawa.ca](mailto:OverpaymentRecovery@ottawa.ca). Thank you for your co-operation.

Sincerely,

Carole Sherman  
Collection Officer

<p><i>Shaping our future together</i> <i>Ensemble, formons notre avenir</i></p> <p>EN</p> <p>AROPR04-2003-06-02</p>	<p>City of Ottawa, Revenue Office Overpayment Recovery Unit 100 Constellation Crescent, 4th floor East, Ottawa ON K2G 6J8 Tel: 613-580-2896 Fax: 613-580-2820 <a href="http://www.ottawa.ca">www.ottawa.ca</a> <a href="mailto:OverpaymentRecovery@ottawa.ca">OverpaymentRecovery@ottawa.ca</a></p>	<p>Ville d'Ottawa, Bureau des recettes Groupe du recouvrement des paiements en trop 100, croissant Constellation, 4ième étage est, Ottawa ON K2G 6J8 Tél: 613-580-2896 Télé: 613-580-2820 <a href="http://www.ottawa.ca">www.ottawa.ca</a> <a href="mailto:OverpaymentRecovery@ottawa.ca">OverpaymentRecovery@ottawa.ca</a></p>
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