



September 18, 2003

PERSONAL & CONFIDENTIAL

Mr. Robert Chisholm
35 Glendridge Rd. Unit 48
Ottawa, ON K2G2Z4

Dear Mr. Chisholm:

RE: Overpayment of Social Assistance

Case Id: 102620093,(903)

Balance: \$5,137.42


The above-captioned amount remains outstanding with the City of Ottawa, Employment and Financial Assistance Branch. The outstanding balance represents financial assistance granted to you under the General Welfare Assistance Act/Ontario Works Act to which you were not entitled or exceeded your entitlement. Interest will not accrue prior to litigation.

Payments by cash and debit card must be made in person during business hours, 8:30am to 4:30pm, 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
Overpayment Recovery Unit
Box 3442 Station D
Ottawa, Ontario K1P 1K4
Attention: C. 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 \$25.00 service charge.

Should you have any questions or wish to discuss payment arrangements, please contact the undersigned at 724-4143 or email: OverpaymentRecovery@ottawa.ca. Thank you for your co-operation.

Sincerely,

C. Sherman
Collection Officer

*Shaping our future together
Ensemble, formons notre avenir*

croissant Constellation

City of Ottawa
Corporate Services
Revenue
7th Floor - 2 Constellation Drive

Ottawa ON K2G 5J9
Tel: 613-724-4240
Fax: 613-724-4175
www.ottawa.ca

Ville d'Ottawa
Services généraux
Bureau des recettes
7ième étage - 2,

Ottawa ON K2G 5J9
Tél.: 613-724-4240
Télééc: 613-724-4175
www.ottawa.ca

