CLAIM FOR REIMBURSEMENT OF BANK CHARGES

Instructions: Please carefully read the instructions located on the bottom of this form and provide the information requested. Use additional sheet(s) if necessary. Submit this form to payrollhelp@mail.wvu.edu or by mail to:

Attn: Linda Strawser WVU Payroll & Employee Processing One Waterfront Place, 3rd Floor PO Box 6005 Morgantown, WV 26506

Morgantown, WV 26506	
If you have any questions about this form, please of	ontact: Linda Strawser at 304-293-4336.
1. Name and address of Employee submitting this Claim	(Number, street, city, state, and ZIP code):
2. Telephone number (including area code):	
3. Best time to call, if necessary:	
4. Name of Bank initiating the bank charges:	
5. Amount of claim (Attach on a separate page documen	ntation of the bank charges.): \$
6. WVU ID Number or Employee ID Number:	
- CERTIFICATION —	
•	bank charges which resulted from the processing delay Virginia University on November 24, 2017. I agree to settlement of this incident.
Signature of Employee	Date of Claim

- Instructions - Please complete all blocks. Write "NONE" if the block does not apply.

Claims must be made within 45 days of the date the claim accrues.

Please attach verification of the amount you are claiming. Records to support your claim must include bank statements or other correspondence.

If you have any questions about this claim, please contact Linda Strawser at 304-293-4336. If your claim is approved, you will be notified and the money will be sent to your bank by electronic funds transfer (EFT), or we can send you a check. Payment by EFT will be faster, safer, and more convenient for you. If you want us to pay your claim by EFT, it will be deposited in your regular account for payroll processing.