



REMINDER NOTICE

August 30, 2005

PERSONAL & CONFIDENTIAL

Mr. Robert Chisholm
48 35 GLENDRIDGE RD
OTTAWA ONTARIO K2G 2Z4

903

Dear Mr. Robert Chisholm:

**RE: Overpayment of Ontario Works Case
ID: 102620093(903) Balance: \$6,007.55**

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 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 \$27.00 service charge.

Should you have any questions or wish to discuss payment arrangements, please contact the undersigned at (613) 580-2891 ext. 24143 or email: OverpaymentRecovery@ottawa.ca. Thank you for your co-operation.

Sincerely,


Carole Sherman
Collection Officer

<p><i>Shaping our future together Ensemble, formons notre avenir</i></p> <p>EN</p> <p>AROPR03-2003-06-02</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 http://www.ottawa.ca/ OverpaymentRecovery@ottawa.ca</p>	<p>Ville d'Ottawa, Bureau de recettes Groupe de recouvrement des paiements en trop 100, croissant Constellation, 4ième étage est, Ottawa, ON K2G 6J8 Tel: 613-580-2896 Fax: 613-580-2820 http://www.ottawa.ca/ OverpaymentRecovery@ottawa.ca</p>
--	---	---