

**THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
OFFICE OF MANAGEMENT SERVICES
STATE AID UNIT
507 WEST HALL, EDUCATION BUILDING
ALBANY, NEW YORK 12234**

**APPLICATION REQUESTING A THREE YEAR OVERPAYMENT
RECOVERY PURSUANT TO
Education Law 3604 (5)
Request for Extended Overpayment Recovery (02/2016)**

GENERAL INSTRUCTIONS: Only those school districts wishing to request that an overpayment(s), for which they were notified during the school year, be recovered through deductions over a three-year period provided pursuant to Education Law 3604 (5), should complete and submit this form. Such request should be submitted within 30 days of such overpayment notification to avoid the full overpayment deduction being made from the next available payment. However, for any overpayment notifications sent to the district or BOCES during the 2015-16 school year, such request for an overpayment spread should be submitted no later than April 29, 2016, since the deduction will be taken from the June payment.

After review, if the district meets the necessary criteria using the Total General Fund Expense and Unreserved Fund balance as reported as of the close of the preceding school year on the ST-3, they will be notified of such approval or disapproval of the overpayment spread. If approved, the first deduction will be taken in June.

School District Code: _____

School District Name: _____

Request to have the following overpayments deducted over a three year period and for such deduction to take place in June of each year.

<u>Overpayment Revision #</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

For the School District:

By: _____

Title: _____

Date: _____