

THE STATE EDUCATION DEPARTMENT  
State Aid Office  
89 Washington Avenue  
Room 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 (04/2024)**

**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 2023-24 school year, such request for an overpayment spread should be submitted no later than April 30, 2024, 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 Name

**BEDS Code:**

Indicate below the overpayment(s) you are requesting to be deducted over a three-year period and for such deduction to take place in June of each year.

**Overpayment Revision No.**

**Amount**

For the School District:

Submitted by:

Title:

Date: