

EXHIBIT D

DELIVERY CERTIFICATION FOR 15 DAY NOTIFICATION PERIOD

Date

Employee: _____

Social Security Number: _____

A. Method and Time of Notification

The Letter of Notification, Overpayment Worksheet, and Response to Salary or Wage Overpayment Notice were:

Hand-delivered to the above-named employee by _____, on the following date and time _____, at the following location _____.

Mailed to the above-named employee at the following address _____ by _____ by Certified Mail.

The Certificate of Delivery returned by the U.S. Post Office is dated _____.

B. The 15 Day Notice Period

The 15 calendar day notice period begins with the day immediately following the date of notification. For example, if the documents were delivered on August 2nd, the first day of the 15 day notice period would be August 3rd, and counting 15 calendar days from the 3rd, the final day would be the 17th. Weekends and holidays are included in the 15 day period, however, if the 15th day falls on a weekend or holiday, the next day which is not a weekend or holiday is to be considered the 15th day. The 15th day notice period ends at the close of business of the 15th day.

The 15 Day Notice period expires on: _____