|  |  |  |
| --- | --- | --- |
| HR134 | **ACKNOWLEDGEMENT** **OF DEBT** | whitebacklogo |

**NOTE**:

* Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
* This form is used by employees when they acknowledge debt to the University due to overpayment and are unable to repay UCT immediately and in full.

##### PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | Staff Number |  |
| Position |  | Payclass |  |
| Department |  | Tel. No. / Ext |  |

##### APPLICATION FOR DEBT REPAYMENT PLAN

|  |  |
| --- | --- |
| Date you became aware you had been overpaid |  |
| Why was UCT not immediately informed that the overpayment was in your bank account? |  |
| Reasons why you are not able to immediately repay the money in full |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Signature |  | Date |  |

##### FUND TO BE CHARGED IF DEBT AMOUNT NOT SETTLED IN FULL (Completed by Line Manager) The outstanding debt amount will be charged to the fund below should the staff member default on the agreed repayment plan.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Fund |  | Fund Center |  | Cost Center |  |

##### REASON FOR OVERPAYMENT (Completed by HR Client Services Manager)

|  |
| --- |
|  |

##### AUTHORITY

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Line Manager/Head of Department |  |  |  |
| Area Finance Manager |  |  |  |
| HR Client Services Manager |  |  |  |
| HR Business Risk Manager |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | Staff Number |  |

#### ACKNOWLEDGEMENT OF DEBT

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. I, the undersigned, as an employee of the University of Cape Town in Rondebosch, do hereby acknowledge myself to be truly and lawfully indebted to the University for the sum of

|  |  |
| --- | --- |
| Debt amount (including cents) | Debt amount in words |
| R |  |

arising from money advanced to me by the University. The debt amount will incur no interest and, as a result, a fringe benefit accrues and fringe benefit tax will be charged.1. I undertake to repay said debt amount according to the following repayment plan:

|  |  |  |  |
| --- | --- | --- | --- |
| Payment type | Frequency | Amount | Total |
| [Lump sum payment](#lump_sum_payment) (paid into UCT bank account) | 1 |  | R |
| [Monthly instalments](#instalment_period) |  |  | R |
| Commencing from |  |  |
| To be fully paid by |  |  |
| **Debt amount** | **R** |

1. I hereby authorise the University to deduct said instalments from my monthly salary.
2. I hereby authorise the University to retain, and set off against my liability to the University, any sum of money which may be owed to me by UCT (including money due in respect of leave not taken and notice pay) or received by the University on my behalf from any person or source whatsoever.
3. I understand that defaulting on the agreed repayment plan could lead to a debt recovery process.
4. I understand that the debt amount is calculated on CoE (Cost of Employment) or gross alternate amount.
 |
| Applicant Signature |  | Date |  |

###### **FOR OFFICE USE**

|  |  |  |  |
| --- | --- | --- | --- |
| Debt Sequence Number |  | Date Captured |  |
| Captured by |  | IT0045 text updated? (tick) |  |

# COMPLETING AN ACKNOWLEDGEMENT OF DEBT FORM

HR134

## When do I complete this form?

## This form is used by employees when they acknowledge debt to the University due to overpayment and are unable to repay UCT immediately and in full.



Please note that the debt amount will incur no interest and, as a result, a fringe benefit accrues and fringe benefit tax will be charged.

## How is the debt amount calculated?

## The debt amount is always the gross amount that was overpaid.

## For unpaid absences, the calculation is gross amount / number of working days in the month x number of actual days absent.

## How long is the instalment period?

## The instalment period cannot be longer than six months or the end of the current contract period, whichever is shorter.

## Lump sum payments

## A lump sum payment can be made to reduce your debt amount. Please pay into the following bank account using the required reference and provide proof of payment.

## Account name: University of Cape Town

## Bank: Standard BankBranch: RondeboschBranch code: 025009Account number: 270 689 974Reference: Staff number (if space, include surname as well as staff number)

## How do I get the tax back that was paid in a previous tax year?

## The IRP5 for the previous tax year will be amended by UCT and updated on the SARS website. You will then need to re-submit your IRP5 return. When SARS re-assesses your return, they will refund any tax due that was deducted on the overpaid earnings.

## Where do I send this form?

## This form should be sent to [your HR Client Services Manager](http://www.hr.uct.ac.za/sites/default/files/image_tool/images/236/about/HR_client_services_hub_structure.pdf), Human Resource Department.

## What other forms do I need to complete?

No other forms.