

## Payment Advice

The check or warrant submitted to the Employment Development Department's (EDD) Administration and Grants Unit is to settle debt collection related to the following grant(s):

Subgrantee Name:	
Total Amount of Repayment:	
Check/Warrant number:	
Check/Warrant date:	

<b>Project/Grant 1</b>	
Amount Repaid to Project:	
Year of Allocation:	
Sub Grant Number:	
Project Name:	
Grant Code:	
CATS Number/CRU case number (as applicable)	

<b>Project/Grant 2</b>	
Amount Repaid to Project:	
Year of Allocation:	
Sub Grant Number:	
Project Name:	
Grant Code:	
CATS Number/CRU case number (as applicable)	

<b>Contact Information (List Two Contacts)</b>			
Contact Name	Contact Title	Phone Number	Email Address

### Payment Advice Instructions

1. One check or warrant is required for debt collection settlement. A table must be completed for each project or grant being settled. Additional tables may be added, if necessary. See the example below:

Subgrantee Name:	County
Total Amount of Repayment:	\$15,000
Warrant number:	56789
Warrant date:	10/11/22

Project/Grant 1	
Amount Repaid to Project:	\$5,000
Year of Allocation:	2021-22
Sub Grant Number:	BB110222
Project Name:	WIOA Adult
Grant Code:	111
CATS Number/CRU case number (as applicable) 20XX-CA-000 = Incident Report 20XX-SA-000 = Single Audit Report Case 20XX-CR-000 = Referral Case	20XX-CA-000

Project/Grant 2	
Amount Repaid to Project:	\$10,000
Year of Allocation:	2019-20
Sub Grant Number:	CC220033
Project Name:	WIOA Youth
Grant Code:	222
CATS Number/CRU case number (as applicable)	20XX-CA-000

2. Mail the Payment Advice form and the check/warrant payable to the **Employment Development Department:**  
Employment Development Department  
Fiscal Programs Division  
ATTN: MIC 70, Administration and Grants Unit  
PO Box 826217  
Sacramento, CA 94230-6217
3. Email a copy of the Payment Advice form and the check to the EDD's Workforce Services Branch's Financial Management Unit at [EDDFinancialManagementUnit@edd.ca.gov](mailto:EDDFinancialManagementUnit@edd.ca.gov)