
Refund of Deposit Memorandum Template

DATE

MEMORANDUM FOR: NAME, National Director
 Office of Davis-Bacon and Labor Standards

FROM: NAME, Deputy Director, Name of Hub

SUBJECT: Voucher payment of deposit on PROJECT NAME, PROJECT #
 Voucher Ticket #LR-XXXXXXXXXX

This memorandum is to request that HUD-HQ refund the remaining amount of the deposit from CONTRACTOR NAME. The collection of funds via the DBLS deposit process was the result of a review of the subject project by NAME AND TITLE for the purpose of ADD CONTENT.

The deposit was collected on DATE and the DBLS offered its final closing clearance notice to Multifamily Housing on DATE. As a condition of proceeding to final closing, DBLS collected a deposit of \$AMOUNT (the estimated amount due to affected employees and/or for liquidated damages under the Contract Work Hours and Safety Standards Act), pending internal review.

The DBLS review has concluded and [we have determined that there are no further underpayments or liquidated damages due and no outstanding claims from the employees] [OR] [the amount of the deposit exceeds the amount of wage underpayments and/or liquidated damages determined to be due]. I believe it is appropriate that DBLS release [all remaining funds] [OR] [the excess funds] back to the depositor.

Please find attached the required HUD Form 4734, along with supporting documentation to initiate the payment. If you have any questions, please contact me at (XXX) XXX-XXXX or by e-mail at XXX@hud.gov.

Attachments