



Government of the Republic of Trinidad and Tobago
MINISTRY OF EDUCATION

Name:
Address:
.....
Tel. No./
Cell No.
Date

The Director, Finance and Accounts Division
17-19 Pembroke Street
Port-of-Spain

Attention: The Paysheet Clerk/Paysheet Section
Subject: Arrears of Salary and COLA for the period 1st October, 2005 to 30th November, 2007

I am kindly requesting that arrears due to me be paid. Hereunder the following information is submitted to facilitate same.

National Insurance Number:
Commercial Bank:
Branch:
Account No.

Section No./School where last pay slip was collected:
Date of Retirement/Date of last Payment:

Your attention to this request will be appreciated.

.....
Signature

.....
Block Letters

ACKNOWLEDGEMENT OF RECEIPT OF REQUEST FOR PAYMENT OF ARREARS ftp 1.10.2005-30.11.2007

Applicant's Name:
Received by (*Name and Post*):
Date Received: