

Passport Reimbursement Schedule 2016/2017 (April 1st 2016-March 31st 2017)

Important Information: Please note we require your claim forms to be submitted together, once per month, on or before the listed due date below. Due to processing times we ask that you submit regularly throughout the year; on a monthly basis - no more than quarterly. Any invoices received after the due date will not be processed until your next payment date.

Last Name: M-R

Invoice Due Date	Direct Deposit Date	Cheque Date
May 18, 2016	May 26, 2016	May 31, 2016
June 23, 2016	June 30, 2016	July 5, 2016
July 21, 2016	July 28, 2016	August 3, 2016
August 18, 2016	August 25, 2016	August 30, 2016
September 22, 2016	September 29, 2016	October 4, 2016
October 20, 2016	October 27, 2016	November 1, 2016
November 17, 2016	November 24, 2016	November 29, 2016
December 20, 2016	December 29, 2016	January 4, 2017
January 19, 2017	January 26, 2017	January 31, 2017
February 23, 2017	March 2, 2017	March 7, 2017
March 23, 2017	March 30, 2017	April 4, 2017
April 13, 2017	April 27, 2017	May 2, 2017

For Your Information:

If you misplace your Passport Reimbursement Schedule 2016/2017 please access another copy through our website at www.contacthamilton.ca or contact our office.

How Do We Submit Our Claims?

Invoices may be faxed to 1.844.777.6664 or emailed to passport@contacthamilton.ca

If you wish to mail your invoices please send them to the following address:

Passport Hamilton-Niagara, Contact Hamilton
140 King Street. East Suite 4 Hamilton, ON L8N 1B2

Please note our office is open Monday to Friday from 8:30am-4:30pm. Faxes and emails are received 24 hours a day/7 days a week.