

## Passport Reimbursement Schedule 2016/2017 (April 1<sup>st</sup> 2016-March 31<sup>st</sup> 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: S-Z

Invoice Due Date	Direct Deposit Date	Cheque Date
May 26, 2016	June 2, 2016	June 7, 2016
June 29, 2016	July 7, 2016	July 12, 2016
July 27, 2016	August 4, 2016	August 9, 2016
August 25, 2016	September 1, 2016	September 7, 2016
September 29, 2016	October 6, 2016	October 12, 2016
October 27, 2016	November 3, 2016	November 8, 2016
November 24, 2016	December 1, 2016	December 6, 2016
December 28, 2016	January 5, 2017	January 10, 2017
January 26, 2017	February 2, 2017	February 7, 2017
March 2, 2017	March 9, 2017	March 14, 2017
March 30, 2017	April 6, 2017	April 11, 2017
April 13, 2017	May 4, 2017	May 9, 2017

### For Your Information:

If you misplace your Passport Reimbursement Schedule 2016/2017 please access another copy through our website at [www.contacthamilton.ca](http://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](mailto: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.