

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: A-E

Invoice Due Date	Direct Deposit Date	Cheque Date
May 5, 2016	May 12, 2016	May 17, 2016
June 9, 2016	June 16, 2016	June 21, 2016
July 7, 2016	July 14, 2016	July 19, 2016
August 4, 2016	August 11, 2016	August 16, 2016
September 8, 2016	September 15, 2016	September 20, 2016
October 6, 2016	October 13, 2016	October 18, 2016
November 3, 2016	November 10, 2016	November 15, 2016
December 8, 2016	December 15, 2016	December 20, 2016
January 5, 2017	January 12, 2017	January 17, 2017
February 9, 2017	February 16, 2017	February 22, 2017
March 9, 2017	March 16, 2017	March 21, 2017
April 6, 2017	April 13, 2017	April 19, 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.