

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: F-L

Invoice Due Date	Direct Deposit Date	Cheque Date
May 12, 2016	May 19, 2016	May 25, 2016
June 16, 2016	June 23, 2016	June 28, 2016
July 14, 2016	July 21, 2016	July 26, 2016
August 11, 2016	August 18, 2016	August 23, 2016
September 15, 2016	September 22, 2016	September 27, 2016
October 13, 2016	October 20, 2016	October 25, 2016
November 10, 2016	November 17, 2016	November 22, 2016
December 15, 2016	December 22, 2016	December 28, 2016
January 12, 2017	January 19, 2017	January 24, 2017
February 15, 2017	February 23, 2017	February 28, 2017
March 16, 2017	March 23, 2017	March 28, 2017
April 12, 2017	April 20, 2017	April 25, 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.