



Financial Services  
Purchasing Division  
215 N. Mason St. 2<sup>nd</sup> Floor  
PO Box 580  
Fort Collins, CO 80522  
970.221.6775  
970.221.6707- fax  
fcgov.com/purchasing

October 3, 2019

Professional Finance Company, Inc.  
Attn: Charlie Shoop, Esq.  
5754 West 11<sup>th</sup> Street, Suite 100  
Greeley, CO 80634

Re: Refund of payments

Dear Charlie:

In March, April and May of this year Professional Finance Company (PFC) sent the City remittance of funds collected by PFC and invoices requesting payment for the services provided. PFC asked for a full repayment of those remittance ACH deposits and invoices in the form of a June 2019 invoice.


This is to notify you that \$866.06 is being refunded to PFC based on amounts paid in error to the City of Fort Collins under PFC invoice numbers 71683, 72711, and 73777. The City determined the refund amount by comparing the accounts listed on the invoices with the accounts listed in the City-PFC settlement reached in February/March 2019.

The refund represents the invoice payment portions attributed to debtor accounts PFC retained under the settlement. The invoice payment portions attributable to accounts not listed as retained by PFC or specifically listed as being returned to the City, are being retained as properly received by the City.

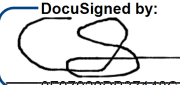
The \$866.06 is being paid via ACH as the final settlement regarding the payment received in error with these invoices. It is our understanding the City will receive no further invoices from PFC, except for accounts where PFC will collect and remit payments to the City without offset for service fee or commission, as described in the settlement.

If the refund is acceptable to your firm, please sign this letter and return via DocuSign. Please contact Pat Johnson at (970) 221-6816 if you have any questions regarding this matter.

Sincerely,

DocuSigned by:  
  
A9D0A054C8CB45D...  
Gerry Paul  
Purchasing Director

cc: Tracy Brann  
GP:kk

DocuSigned by:  
  
0F97920DB37148C...  
Signature

10/7/2019

Date