

DIRECT DEPOSIT INFORMATION

- You may direct deposit, net check, to one financial institution
- As indicated on the direct deposit form, you must include a blank/voided check, or a letter from your financial institution (including the routing number and the account number you want your deposit to go to) along with your direct deposit form. This is to insure routing number accuracy.
- You, the employee, are responsible to communicate any bank changes to the payroll department in a timely fashion. Failure to keep the payroll department current regarding any changes in financial institution or account changes could result in a delay in your receipt of your paycheck. Manual checks will not be issued in these situations.
- Please read the direct deposit form carefully for important information regarding the process.

If you have any questions, please e-mail or call Donna Wertheimer in the payroll department. Donna's e-mail is dwertheimer@lsp.org and her telephone number is (586) 285-8474.

Thank you