


# City of Iron Mountain

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To: City Employees

From: John Marquart, City Manager 

Date: February 23, 2006

Subject: Direct Deposit

With the installation of our new operating software, we now have the ability to direct deposit payroll checks to any financial institution in the state and, quit frankly, the country. As a result of this new capability, attached you will find a form for your completion for the direct deposit of your payroll check.

The direct deposit of all payroll checks is now a requirement. We will be issuing paper payroll statements in lieu of a physical check. This will make us more efficient and better able to serve you. Please complete the form and return it to Bob Formell by the appointed time. It is our goal to have all payroll checks direct deposited by the end of March. Your attention to this process is very much appreciated.