



**Otsego County Finance Dept.**  
**Denise Landrie, Accounting Clerk**  
**Mel Maier, Finance Director**  
**989-731-7520**

The Finance Department can electronically send your direct deposit check stubs to your individual email account instead of printing them hard copy. This provides many advantages both to the employee and the employer when selected. A couple advantages are:

1. It will cut down on paper usage.
2. Assuming that you save the emails, your past pay vouchers can be accessed by you at any time. If you need those records for bank purposes, etc., they would be at your fingertips.

This option is only open for those that have full direct deposit with their check. In other words if you have \$200 out of your check directly deposited into a savings account and the rest you receive in a paper check, this will not work for you. It would however work if you had the above situation and the rest of your check was being directly deposited into another account (i.e. checking).

If you are eligible for this option and choose to take advantage of it, the email can either go to your work email address (if you have one) or your personal account (i.e. hotmail or yahoo). There is no social security or date of birth being sent within the email so that is not an issue. There is a copy of what the e-mail will look like when you receive it on the back of this page.

We have also attached the agreement and notification sheet that must be filled out and returned to the Finance Department if you wish to participate in this program. The other sheet attached is a direct deposit form that can be used if you do not already have direct deposit of your check but wish to or want to in some way change what you already have.

Should you have any questions, please contact the Finance Department and we will be happy to assist you.

Respectfully,

Mel Maier, Finance Director  
Denise Landrie, Accounting Clerk  
989-731-7520

***County of Otsego***  
***AGREEMENT FOR ELECTRONIC PAYSTUB NOTIFICATION***

Employee Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

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Payroll Dept:    Otsego County Finance Department

Address: 225 W. Main St. Suite

City: Gaylord MI

Zip: 49735

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I, the undersigned, hereby authorize the payroll department (named above) to electronically send my pay voucher to the email address listed above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_