INTEROFFICE MEMO
FROM THE HUMAN RESOURCES OFFICE

TO: Employees

FROM: Tammy Riley - Director Human Resources

DATE: October 1, 2015

SUBJECT: **Direct Deposit**

This is to advise that, effective January 1, 2007, the Texas State University System discharged its financial obligations electronically. This includes, but is not necessarily limited to: procurement of goods and services, payroll payments and reimbursements to employees and others; processing of student loans, grants, work study, and other financial transactions requiring the outflow of funds.

Operationally, Lamar State College – Port Arthur, will direct deposit payments due you to your bank or other financial institution account.

Please fill out and return the direct deposit slip to Human Resources.

If you prefer to receive payment by check, you must sign the "opt out" statement below and return this memo to the Human Resources office.

"OPT OUT"

I, _____, do not want the money owed to me by Lamar State College – Port Arthur to be a direct deposit.

Signature:_____ Date:_____