



AUTOMATIC CLEARING HOUSE (ACH) AND ELECTRONIC FUNDS TRANSFER (EFT) INSTRUCTIONS

1. State Forest Timber Sale Contract payment can be made electronically by using the Automatic Clearing House (ACH) or Electronic Funds Transfer (EFT).
2. The timber sale contract purchaser requests an ACH or EFT transfer of funds from their financial institution to: JPMorgan Chase Bank, N.A.
3. Financial institution address:

JPMorgan Chase Bank, N.A.
1116 W. Long Lake Road
Bloomfield Hills, MI 48302
4. The ACH or EFT transfer needs to include the following information:
 - a. Routing and transit number: 072000326;
 - b. Account Number: 428052364;
 - c. Account Name (Account Holder): State of Michigan, DNR Special Revenue;
 - d. DNR Contract Number, e.g. 12-013-16. This information can appear anywhere in the transfer information, such as in the Description field.
5. Contact at JPMorgan Chase Bank is Ms. Tamara Flake, 248-839-0072.
6. The timber sale contract purchaser emails information regarding the transfer to the local Department of Natural Resources (DNR) office holding the timber sale contract and to Lansing (ChurchT@michigan.gov, AsselinD@michigan.gov, ASC-Creditcard-FINSYS@michigan.gov).
7. The purchaser's email should include the following information:
 - a. State Forest Timber Sale Contract Number;
 - b. Description of payment, e.g. Payment Unit 4;
 - c. Date of funds distribution.
8. The local DNR office creates a VMS receipt and emails a copy of the receipt to the purchaser and to Lansing. Please insert the VMS receipt number in the subject line before the original information. (ChurchT@michigan.gov, AsselinD@michigan.gov, ASC-Creditcard-FINSYS@michigan.gov).



FIELD OFFICE CONTACTS FOR TIMBER SALES

Upper Peninsula

MANAGEMENT UNIT	UNIT #	UNIT MANAGER	ADMIN ASSISTANT	PHONE #	EMAIL ADDRESS
Baraga	11	Brad Carlson	Amanda Witz	906-353-6651	WitzA@michigan.gov
Crystal Falls (Iron County)	12	Dan McNamee	Julie Graff	906-875-5029	Graffj@michigan.gov
Crystal Falls (Dickinson County)	12	Dan McNamee	Mary Sigfred Ext. 7898227	906-786-2354 Or direct dial by Ext. using 906 area code	Sigfredm@michigan.gov
Escanaba	33	Eric Thompson Ext. 7898231	Mary Sigfred Ext. 7898227	906-786-2354 Or direct dial by Ext. using 906 area code	Sigfredm@michigan.gov
Gwinn	32	Tom Seablom, Ext. 103	Sarah Janda, Ext. 101	906-346-9201	jandas@michigan.gov
Naubinway	45	Karen Rodock Ext. 2040	Debra Frazier Ext. 2001	906-477-6048	FrazierD2@michigan.gov
Newberry	42	Keith Magnusson Ext. 4740	Rose Wilbur Ext. 4700	906-293-3293	Wilburr@michigan.gov
Sault Ste. Marie	45	Karen Rodock Ext. 2170167	Mary Wollan Ext. 0	906-635-6161 906-635-5281	Wollanm@michigan.gov
Shingleton	41	Bob Burnham, Ext. 240	Rose Wilbur, Ext. 210	906-452-6227	Wilburr@michigan.gov

Lower Peninsula

MANAGEMENT UNIT	UNIT #	UNIT MANAGER	ADMIN ASSISTANT	PHONE #	E-MAIL ADDRESS
Atlanta	54	Cody Stevens Ext. 5240	Karen Chapman Ext. 5293	989-785-4251	Chapmank9@michigan.gov
Cadillac (Baldwin)	63	Dave Fisher Ext. 6946	Di Ann Staniulis Ext. 6925	231-745-4652 231-745-4651	Staniulisd@michigan.gov
Gaylord	52	Lucas Merrick Ext. 5440	Denise Kinsinger Ext. 5445	989-732-3541	Kinsingerd@michigan.gov
Gladwin	73	Pat Mohney Ext. 2267640	Alysia Govitz Ext. 2267604	989-426-9205	GovitzA1@michigan.gov
Grayling	72	Tom Barnes Ext. 7440	Lynn Carter-Regier Ext. 7448	989-348-6371	Carter-Regierl@michigan.gov
Indian River	52	Lucas Merrick	Denise Kinsinger Ext. 4790	231-238-9314	Kinsingerd@michigan.gov
Kalkaska	61	Dave Lemmien	Jenny McGregor Ext. 6590	231-258-2711	mcgregorj2@michigan.gov
Pigeon River	53	Scott Whitcomb	Karen Chapman	989-983-4101	Chapmank9@michigan.gov
Roscommon	71	Steve Anderson Ext. 2722740	Lynn Carter-Regier Ext. 2722970	989-275-4622	Carter-Regierl@michigan.gov
Traverse City	61	Dave Lemmien	Jenny McGregor	231-922-6045	mcgregorj2@michigan.gov
Wildlife-SW Region, Plainwell		Mark Sargent	Cindy McQueer	269-685-9074	mcqueerc@michigan.gov
Wildlife-SE Region, Bay City		Joe Robison	Vickie Nagy	989-686-3621	nagyv@michigan.gov