



## **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 Information
    - Sale name
    - Number (12-013-16)
    - Down Payment
    - Description or RemarkExample: Payment Unit #, etc. This information can appear anywhere in the transfer information
5. Contact at JPMorgan Chase Bank is Ms. Veronica Claeys, 248-839-0073.
6. Contact at State of Michigan Accounting Service Center is [ASC-Creditcard-FINSYS@michigan.gov](mailto:ASC-Creditcard-FINSYS@michigan.gov).
7. 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](mailto:ChurchT@michigan.gov), [AsselinD@michigan.gov](mailto:AsselinD@michigan.gov), [ASC-Creditcard-FINSYS@michigan.gov](mailto:ASC-Creditcard-FINSYS@michigan.gov)).
  - a. Attach a 'statement' from the financial institution
8. The purchaser's email should include the following information:
  - a. Subject: ACH/EFT, \$X,XXX.XX (total amount sent)
  - b. Body
    - a. State Forest Timber Sale Contract Number
    - b. Detailed description of paymentExample: Payment Unit 4 on sale #70-111-2
  - c. Date of funds distribution
9. The local DNR office creates a VMS receipt and VMS emails a copy of the receipt to the purchaser and to Lansing. ([ChurchT@michigan.gov](mailto:ChurchT@michigan.gov), [AsselinD@michigan.gov](mailto:AsselinD@michigan.gov), [ASC-Creditcard-FINSYS@michigan.gov](mailto:ASC-Creditcard-FINSYS@michigan.gov)).



Michigan Department of Natural Resources – Forest Resources Division  
**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	<a href="mailto:WitzA@michigan.gov">WitzA@michigan.gov</a>
Crystal Falls (Iron County)	12	Dan McNamee	Julie Graff	906-875-5029	<a href="mailto:Graffi@michigan.gov">Graffi@michigan.gov</a>
Crystal Falls (Dickinson Co.)	12	Dan McNamee	Vacant Ext. 7898227	906-786-2354 Or direct dial by Ext. using 906 area code	<a href="mailto:Sigfredm@michigan.gov">Sigfredm@michigan.gov</a>
Escanaba	33	Eric Thompson Ext. 7898231	Vacant Ext. 7898227	906-786-2354 Or direct dial by Ext. using 906 area code	<a href="mailto:Sigfredm@michigan.gov">Sigfredm@michigan.gov</a>
Gwinn	32	Kristen Matson, Ext. 103	Sarah Janda, Ext. 101	906-346-9201	<a href="mailto:Jandas@michigan.gov">Jandas@michigan.gov</a>
Naubinway	45	Karen Rodock Ext. 2040	Debra Frazier Ext. 2001	906-477-6048	<a href="mailto:FrazierD2@michigan.gov">FrazierD2@michigan.gov</a>
Newberry	42	Jason Tokar Ext. 4740	Rose Wilbur Ext. 4700	906-293-3293	<a href="mailto:Wilburr@michigan.gov">Wilburr@michigan.gov</a>
Sault Ste. Marie	45	Karen Rodock Ext. 2170167	Mary Wollan Ext. 0	906-635-6161 906-635-5281	<a href="mailto:Wollanm@michigan.gov">Wollanm@michigan.gov</a>
Shingleton	41	Bob Burnham, Ext. 240	Rose Wilbur, Ext. 210	906-452-6227	<a href="mailto:Wilburr@michigan.gov">Wilburr@michigan.gov</a>

**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	<a href="mailto:Chapmank9@michigan.gov">Chapmank9@michigan.gov</a>
Cadillac (Baldwin)	63	Dave Fisher Ext. 6946	Di Ann Staniulis Ext. 6925	231-745-4652 231-745-4651	<a href="mailto:Staniulisd@michigan.gov">Staniulisd@michigan.gov</a>
Gaylord	52	Lucas Merrick Ext. 5440	Denise Kinsinger Ext. 5445	989-732-3541	<a href="mailto:Kinsingerd@michigan.gov">Kinsingerd@michigan.gov</a>
Gladwin	73	Pat Mohney Ext. 2267640	Alysia Govitz Ext. 2267604	989-426-9205	<a href="mailto:GovitzA1@michigan.gov">GovitzA1@michigan.gov</a>
Grayling	72	Tom Barnes Ext. 7440	Kathleen Palmer Ext. 7448	989-348-6371	<a href="mailto:palmerk1@michigan.gov">palmerk1@michigan.gov</a>
Indian River	52	Lucas Merrick	Denise Kinsinger Ext. 4790	231-238-9314	<a href="mailto:Kinsingerd@michigan.gov">Kinsingerd@michigan.gov</a>
Kalkaska	61	Dave Lemmien	Jenny McGregor Ext. 6590	231-258-2711	<a href="mailto:mcgregorj2@michigan.gov">mcgregorj2@michigan.gov</a>
Pigeon River	53	Greg Rekowski (acting)	Karen Chapman	989-983-4101	<a href="mailto:Chapmank9@michigan.gov">Chapmank9@michigan.gov</a>
Roscommon	71	Scott Shooltz Ext. 2722740	Kathleen Palmer Ext. 2722970	989-275-4622	<a href="mailto:palmerk1@michigan.gov">palmerk1@michigan.gov</a>
Traverse City	61	Dave Lemmien	Jenny McGregor Dawn Willman-permits	231-922-6045	<a href="mailto:mcgregorj2@michigan.gov">mcgregorj2@michigan.gov</a>
Wildlife-SW Region, Plainwell		Mark Sargent	Cindy McQueer	269-685-9074	<a href="mailto:mcqueerc@michigan.gov">mcqueerc@michigan.gov</a>
Wildlife-SE Region, Bay City		Joe Robison	Vickie Nagy	989-686-3621	<a href="mailto:nagyv@michigan.gov">nagyv@michigan.gov</a>