



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH CREAGH
DIRECTOR

September 24, 2013

Dear Timber Purchaser:

Payments for State forest timber contracts have always been made in person or by mail. With recent improvements to our accounting system, we are now able to accept electronic payments. The Automatic Clearing House, also known as ACH, is an electronic network for financial transactions. The ACH processes large volumes of credit and debit transactions in batches, nationwide. Timber sale contract holders can now contact their bank, pay a small transaction fee, and have their payment electronically transferred to the State account. This new payment option should save the State and our contract holders both time and money.

Payments by ACH can begin at any time using the following instructions:

1. The timber purchaser contacts the local Department of Natural Resources (DNR) office to confirm the amount of payment required on a contract. It is the contractor's responsibility to insure the correct payment is made and allocated to the correct sale name, sale number, and type of payment (e.g., down payment, payment unit 4, extension fee, etc.).
2. The timber purchaser requests an ACH transfer of funds from their financial institution to: JPM Chase Bank, N.A.
3. ACH address:
JPMorgan Chase Bank, N.A.
611 Woodward Avenue
Detroit, MI 48226
4. ACH transfer information:
 - a. Routing and transit number: 072000326
 - b. Account Number: 428052364
 - c. Account Name: State of Michigan, DNR Special Revenue
5. The contact at JPMorgan Chase Bank is Mr. Charles Dillard, 313-256-2294.
6. The timber purchaser's financial institution then faxes or emails proof of the ACH to the local DNR office holding the timber sale contract. The fax numbers and email contacts (timber sale secretaries) are posted on the Timber Contracts web page (www.michigan.gov/timber). A copy of the contact list is enclosed.
7. The proof of the ACH should include the following information:
 - a. Name of financial institution;
 - b. Name of contact person at the financial institution;
 - c. State Forest Timber Sale Contract name and number;
 - d. Description of payment (e.g., down payment, payment unit 4, extension fee, etc.);
 - e. Amount of payment.

8. After the fax or email is sent, the timber purchaser or the financial institution calls the DNR office to inform them of the ACH payment and of the fax or email.
9. The DNR office creates a TSale receipt after receiving the fax or email. The receipt will note that this is an ACH payment. A copy of the receipt will be provided to the timber purchaser.
10. If the ACH payment received does not match the expected payment, the DNR office will contact the purchaser immediately to resolve the issue.

A single ACH transaction will cost less per transaction than most methods of processing. The ACH transactions cost considerably less than wire payments. We hope you find this new method of payment helpful.

If you have any questions or need further information, please contact me at the phone number or email address below, or at DNR-Forest Resources Division, P.O. Box 30452, Lansing, Michigan 48909-7952.

Sincerely,



Doug Heym, Timber Sales Specialist
Forest Resources Division
517-335-3342
heymd@michigan.gov

Enclosure



MICHIGAN DEPARTMENT OF NATURAL RESOURCES
Forest Resources Division
Field Office Contacts for Timber Sales

MANAGEMENT UNIT	Unit #	MANAGER	SECRETARY	PHONE	FAX
<i>Upper Peninsula</i>					
Baraga	11	Don Mankee	Valerie Miller	906-353-6651	906-353-7464
Crystal Falls	12	Eric Thompson	Julie Graff	906-875-6622	906-875-3336
Escanaba	33	Eric Thompson Ext. 142	Mary Sigfred Ext. 137	906-786-2354	906-786-2384
Gwinn	32	Jim Ferris Ext. 11	Monica Weis Ext. 10	906-346-9201	906-346-9681
Naubinway	45	Karen Rodock Ext. 2040	Cheryl Ozanich Ext. 2001	906-477-6048	906-477-6864
Newberry	42	Keith Magnusson Ext. 4740	Sharolynn Robinson, Ext.4700	906-293-3293	906-293-8530
Sault Ste Marie	45	Karen Rodock Ext. 56167	Mary Wollan Ext. 56173	906-635-6161 906-635-5281	906-635-5282
Shingleton	41	Bob Burnham Ext. 240	Rose Wilbur Ext. 210	906-452-6227	906-452-6584
<i>Lower Peninsula</i>					
Atlanta	54	Cody Stevens Ext. 5240	Kris Polus Ext. 5293	989-785-4251	989-785-3513
Cadillac (Baldwin)	63	Dave Fisher Ext. 6946	Sally Rankin Ext. 0,	231-745-4652 231-745-4651	231-745-8743
Gaylord	52	Joyce Angel Ext. 5440	Char Farner Ext. 5445	989-732-3541	989-731-6214
Gladwin	73	Jason Hartman Ext. 7640	Lynn Carter-Regier Ext. 7604	989-426-9205	989-426-1454
Grayling	72	Susan Thiel Ext. 7440	Lori Ruff Ext. 7448	989-348-6371	989-348-8825
Indian River	52	Joyce Angel	Char Farner Ext. 4790	231-238-9314	231-238-6757
Kalkaska	61	Dave Lemmien	Jenny McGregor Ext. 6590	231-258-2711	231-258-9471
Pigeon River	53	Scott Whitcomb	Kris Polus	989-983-4101	989-983-3957
Roscommon	71	Steve Anderson Ext. 2740	Lynn Carter-Regier Ext. 2970	989-275-4622	989-275-6203
Traverse City	61	Dave Lemmien Ext. 6840	Jenny McGregor	231-922-5280	231-922-1853