



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

Department of Natural Resources (DNR), State Forest Timber Sale Contract payments can be made electronically by using the Automatic Clearing House (ACH) or an Electronic Funds Transfer (EFT).

1. The timber sale contract Purchaser requests an ACH or EFT transfer of funds from their financial institution to JPMorgan Chase Bank, N.A.
 - a. Financial institution address:

JPMorgan Chase Bank, N.A.
1116 W. Long Lake Road
Bloomfield Hills, MI 48302
2. 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
 - Timber Sale name
 - Timber Sale Number (Example: 12-013-16)
 - Description or Remark
Example: Down Payment, Payment Unit #, etc. This information can appear anywhere in the transfer information
3. The timber sale contract Purchaser emails information regarding the transfer to the local DNR office holding the timber sale contract, with a cc to Lansing:

DNR-FRD-VMSACHEFT@michigan.gov and ASC-Creditcard-FINSYS@michigan.gov.

 - a. Attach a 'statement' from the financial institution
 - b. The purchaser's email should include the following information:
 - Subject: ACH/EFT, \$X,XXX.XX (total amount sent)
 - Body
 - State Forest Timber Sale Contract Name and Number
 - Detailed description of payment
(Example: Payment Unit 4 on sale #70-111-20)
 - Date of funds distribution
4. The local DNR office creates a receipt in the Vegetative Management System (VMS) based on the effective date of the release of funds (listed on the statement from the financial institution). Once receipted, VMS emails a copy of the receipt to the Purchaser and to Lansing. No harvesting should occur before Purchaser receives the receipt.
5. If you have any questions, contact information is listed below:

JPMorgan Chase Bank-Ms. Telisa Green, 312-732-4115
State of Michigan Accounting Service Center-ASC-Creditcard-FINSYS@michigan.gov
DNR-Forest Resources Division-DNR-FRD-VMSACHEFT@michigan.gov



FIELD OFFICE CONTACTS FOR TIMBER SALES

Upper Peninsula

MANAGEMENT UNIT	UNIT #	UNIT MANAGER	ADMIN ASSISTANT	OFFICE PHONE #/ STATE ISSUED CELL #	EMAIL ADDRESS
Baraga	11	Brad Carlson	Amanda Witz	906-353-6651 906-458-0093 (cell)	WitzA@michigan.gov
Crystal Falls	12	Brad Carlson	Amanda Witz	906-875-5025 906-458-0093 (cell)	WitzA@michigan.gov
Escanaba	33	Dan Racine 906-399-0651	Vacant	906-786-2354	racined@michigan.gov
Gwinn	32	Mike Brodeur 906-201-1090 (cell)	Sarah Janda, Ext. 101	906-346-9201	Jandas@michigan.gov
Naubinway	45	Josh Brinks 906-217-0168	Debra Frazier	906-287-7120	FrazierD2@michigan.gov
Newberry	42	Keith Magnusson 906-291-0120 (cell)	Rose Wilbur, Ext. 4700	906-293-3293 906-202-4453 (cell)	Wilburr@michigan.gov
Sault Ste. Marie	45	Josh Brinks 906-217-0168	Becky Randazzo	906-875-1051 906-203-1082 (cell)	randazzor3@michigan.gov
Shingleton	41	Bob Burnham, Ext. 240 906-420-1645 (cell)	Rose Wilbur Ext. 210	906-452-6227 906-202-4453 (cell)	Wilburr@michigan.gov

Lower Peninsula

MANAGEMENT UNIT	UNIT #	UNIT MANAGER	ADMIN ASSISTANT	OFFICE PHONE #/ STATE ISSUED CELL #	E-MAIL ADDRESS
Atlanta	54	Matt Foster 989-619-5921 (cell)	Raija Claeys	989-966-6101	claeysr@michigan.gov
Cadillac (Baldwin & Manton field)	63	Dave Fisher 231-878-0494	Di Ann Staniulis	231-745-4652 231-440-7003 (cell)	staniulisd@michigan.gov
Gaylord (Indian River field)	52	Lucas Merrick Ext. 5440	Kathleen Palmer	989-732-3541 989-217-0333 (cell)	palmerk1@michigan.gov
Gladwin	73	Blair Tweedale 231-942-8851 (cell)	Alysia Govitz Ext. 2267604	989-426-9205 989-418-8897 (cell)	GovitzA1@michigan.gov
Grayling	72	Matt Tonnello, acting 989-329-1722	Kathleen Palmer	989-348-6371 989-217-0333 (cell)	palmerk1@michigan.gov
Pigeon River	53	Mark Monroe 989-329-9827 (cell)	Raija Claeys	989-966-6101	claeysr@michigan.gov
Roscommon	71	Jason Lewicki 989-745-5870 (cell)	Kristal Wilcken	989-275-4622 517-930-9353 (cell)	wilckenk@michigan.gov
Traverse City (Kalkaska field)	61	Patrick Cotant	Jenny McGregor Dawn Willman-permits 231-534-4415 (cell)	231-922-6045 231-342-3407 (cell)	mcgregorj2@michigan.gov willmand@michigan.gov
Wildlife-SW Region, Plainwell		Mark Mills	Cindy McQueer	269-762-1762 (cell)	mcqueerc@michigan.gov
Wildlife-SE Region, Bay City		Joe Robison	Vickie Nagy	989-686-3621 989-225-8387 (cell)	nagyv@michigan.gov