



# Medina County Auditor

**MICHAEL E. KOVACK**

144 North Broadway St. Medina, Ohio 44256

Date: August 27, 2010

To: All Medina County Employees

From: Michael Kovack, Medina County Auditor

Thanks to the efforts of my accounting office, we now have the ability to email your Direct Deposit paystubs. The email copy will look the same as your paper stub. It will come from the email address [MedinaCountyDD@Medinaco.org](mailto:MedinaCountyDD@Medinaco.org). The attachment will be in a PDF format so you can print it for your files or just keep it in a file on your computer.

If you would like to sign up for this, please fill out the form at the bottom of this page and return it to your payroll department and they will forward the information to the Auditor's office. Since this is a personal email please supply a non Medina County government email address.

If we receive your email information by the Friday before the scheduled pay date, your pay stub will be emailed. If we receive your information after that date, it will become effective for the following pay date.

Thank you for your time. If you have any questions, please contact <sup>Kyle Dickel</sup> Lisa Nichols at 330-725-9772 or Sharon Creswell at 330-725-9771.

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## EMAIL DIRECT DEPOSIT STUB

\_\_\_\_\_  
Name – Please Print

\_\_\_\_\_  
Last 4 digits of your Social Security Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date