

January 8, 2019

To All Webster County Board of Education Employees:

RE: Direct Deposit for Reimbursement Type Payments

As most of you know, there was a survey sent out to all employees on November 29, 2018 in regards to direct deposit vs. paper checks for reimbursement type payments. Of the responses received, 72.4% voted to use direct deposit and 27.6% voted to remain with paper checks.

Effective February 1, 2019, all reimbursement type payments to employees will be processed through direct deposit. The payment will be deposited to the same account used for payroll direct deposits.

Some information you will need to know:

- This will expedite the receipt of reimbursements to the employee. No more down time between board meeting dates and waiting to receive the paper check. Direct deposits will be posted to employee accounts the day after the board meeting.
- This will NOT affect employee W2 information. Reimbursements are not taxable and will not be reflected on your W2 tax form.
- Direct deposit information is already available through the Payroll department, no further information is required of employees.

Sincerely,

Brandi Burnett
Director of Finance