

***** IMPORTANT TOUCH OF CLASS CDS PAYROLL INFORMATION *****

Recently, the US Postal Service has been experiencing delays and interruptions in service. These delays could be further compounded by inclement weather such as hurricanes, floods, or tornados and present significant challenges with getting payroll checks delivered to employees.

Due to likely delays or interruptions in service with the postal service, it is highly recommended to encourage all CDS employees to set up direct deposit for their payroll. Touch of Class will not perform stop payments and reissue payroll checks that are lost or delayed in the mail until a minimum of 7 days has elapsed after the payroll date. Even then, there is a risk the replacement check will be delayed or lost in the mail as well.

The Touch of Class Direct Deposit Authorization form can be downloaded on our website at <http://www.TouchOfClass.net>

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