

LAWRENCEBURG COMMUNITY SCHOOLS

300 TIGER BLVD.  
LAWRENCEBURG, INDIANA 47025  
(812) 537-7200  
FAX (812) 537-0759

To: LCSC Employee, Substitutes and Coaches  
From: Julie Dudley, Payroll and Human Resources  
RE: Payroll Direct Deposit

Lawrenceburg Community School Corporation utilizes Doculivity to ensure a quick and efficient way for our employees to have access to all payroll and benefit information. All employees are required to participate in direct deposit with a valid checking or savings account. Please supply a voided check or savings account information with current account and routing numbers as they are needed for effective account verification and deposit. Employees may also view or print paystubs and W-2's by visiting [www.doculivity.com/lburg](http://www.doculivity.com/lburg). Please feel free to contact me regarding any questions or assistance with login applications.

The Doculivity information is included. If you do not have access to a computer or need help getting started on this system please feel free to contact me at your convenience, 812-537-7205.

Thank you.



Attach voided check/savings information.

Bank Name

Checking Savings Amount

Routing Number

Account Number

Bank Name

Checking Savings Amount

Routing Number

Account Number

Signature

Date

Print Name