

**PAYROLL DEDUCTION INSTRUCTIONS FOR CONTRIBUTING
TO THE
MICHIGAN STATE TROOPERS ASSISTANCE FUND (MSTAF)**

Thank you for choosing the Michigan State Troopers Assistance Fund (MSTAF) as a recipient of your generosity. The IRS recognizes the Assistance Fund as a 501(c)(3) charity and all contributions are tax deductible.

The Assistance Funds primary purpose is to award \$20,000 annually in scholarships to graduating high school seniors throughout Michigan. The Assistance Fund also purchases and donates Automated External Defibrillators (AED's) to rural schools that are distanced from immediate life support services. Lastly, the Assistance Fund makes gifts to other benevolent groups and organizations such as the American Red Cross and the United States Marine Corps Toys for Tots Program, just to name a few.

The MSTAF Board of Directors serves without compensation and there are no associated overhead costs. 100% of all donated funds are used directly to support the programs administered by the Assistance Fund.

INSTRUCTIONS FOR PAYROLL DEDUCTION

All contributions are sent to 5/3 Bank, Lake Lansing Financial Center, 2501 Coolidge Road, Suite 101, East Lansing, Michigan 48823.

Routing Number: 072400052
Account Number: 9161999918 (Savings)

By Telephone:

Employees may elect to call the MI HR Service Center at 1-877-766-6447.

By HRMN Self-Service:

Click on the following –

- Employee Self Serve
- Log In form Work or Log In from Home
- Enter User Name (Employee ID #) and Password
- Self Service Account
- Employee Pay
- Direct Deposit
- Enter the requested information using the above routing and account numbers