
From:
Sent: Friday, March 23, 2012 9:03 AM
To:
Subject: US Postal Service

Good Morning, As you may be are aware, the US Postal Service is discontinuing the sorting of mail at the Processing Center in Hampden within the next two months. All mail will be sorted at one location in Scarborough. This change, along with the increase in first class mail delivery times throughout the country, will result in a two day delivery time for most mailings.

Since you receive your paychecks and/or payroll reports via the US Mail, it is important that we discuss with you how the new two day mailing option will affect your payroll delivery. We do have options for dealing with the upcoming changes and I will be contacting you soon to discuss these options and determine the best choice for you. Here are some common solutions to this change in timing.

- Convert to 100% direct deposit for all employees. This option ensures everyone would receive their pay on time. We would send your check stubs/reports via US mail and they would simply arrive one day later. From an operational perspective this is the best option.
- Submit payroll information to Bangor Payroll for processing a day earlier. This option would allow an extra day for delivery of the checks/reports. If your schedule allows for this plan and the mail indeed arrives in two business days, then this should resolve the issue.
- Continue processing as is and receive the checks/reports a day later. This option may be acceptable if the package is currently received prior to the day the checks are handed out to employees.
- Change delivery method. We have four other popular deliver methods that would allow you to stay on the same schedule:
 - Courier for \$10.00
 - UPS for \$8.00.
 - Any Bangor Savings Bank branch pick up for \$3.00
 - Pick up at the Malcolm Jones Technology Center in Bangor for free.

It's not necessary to decide today. Please take some time to think about the above options. We'll work together to find the best solution.

We look forward to assisting you with questions you might have as you consider what would be best for your company and employees.

Thank you for the continued use of our services and please don't hesitate to contact us at any time.