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State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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DEPUTY SECRETARY

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UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2011-003

TO: All Employees of the Office of the Lieutenant Governor (OLG)/ Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, PHR 
Human Resources Director

SUBJECT: Direct Deposits Sent to Foreign Financial Institutions

DATE: January 11, 2011

In order to comply with new financial regulations, the Human Resources Division will be mailing a letter next Tuesday, January 18, 2011, to all OLG/DCRT employees regarding their direct deposit transactions. Specifically, employees will be **required** to complete an "Employee Attestation for International ACH Transactions" Form in order to indicate whether any of their individual direct deposit transactions is directly deposited to an account at a foreign institution or is subsequently transferred to an account at a foreign institution.

Completed forms must be returned to the Human Resources Division no later than Friday, March 11, 2011.

The above referenced Attestation Form is designed to help law enforcement agencies detect, investigate, and prosecute money laundering and other financial crimes by creating and preserving an information trail of entities sending and receiving funds through U.S. financial institutions' monetary systems.

There are punitive penalties that may be applied for non-compliance, including fines ranging from \$10,000 to \$10,000,000 per each direct deposit. Any penalties that the Office of State Uniform Payroll (OSUP) receives due to non-compliance will be passed on to the agency. In turn, these fines can also be passed on to the employee. Therefore, employees are strongly encouraged to complete the form and return it as soon as possible.

Please ensure that this information is made available to all employees. Any questions regarding this matter should be directed to **Marilyn Joseph** in the Human Resources Division at (225) 342-0880.

RND:tp

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