



To: Indiana Agency Payroll, Accounts Payable and Accounting Departments

Subject: AOS Mailboxes and Interoffice Mail

From: Brent Plunkett, Deputy Auditor of State

Date: April 23, 2018

The Auditor of State (AOS) will be utilizing Post Masters to distribute all mail from our office. This means that mail currently available to be picked up in the AOS Service Center mailboxes in room 144; including warrant and ACH notifications will now be processed through Post Masters. This change will enhance the security surrounding state warrants and other documents that may hold personal identifying information.

It has been brought to our attention that Post Masters currently services many agencies by making a separate run to the AOS on their behalf. This change will eliminate this additional step for your agency, and there will be no additional cost to your agency.

On May 7th, your agency will transition to this new process.

Please review the following:

- Agencies will be required to pick up all mail, warrants and ACH notifications created by AOS at the Post Masters mail center in room IGC-N045.
- Those agencies utilizing the delivery service for Post Masters currently will have all mail, warrants and ACH notifications created by the AOS delivered to you by Post Masters.
- Agencies without a mailbox or delivery service through Post Masters must contact Jeff Birnell at jbirnell@awrcusa.com before May 7th.
- Agencies currently not using an AOS mailbox will not be impacted by this change.
- We encourage agencies to use the 'AS' handling code so payments will be mailed directly by AOS.

Once this transition has been completed, please return your AOS mailbox key/ keys in an envelope marked with your Business unit name and number to room 144 State House.

Please feel free to contact Jeff Birnell, with Post Masters at jbirnell@awrcusa.com or Brent Plunkett, with the Auditor of State at bplunkett@auditor.IN.gov with any questions or concerns about the transition to Post Masters.