

Lewis County Board of Education

Dr. Michael C. Melton, Superintendent

PO Box 159, 251 Lions Lane, Vanceburg, KY. 41179

Phone: (606) 796-2811 Fax: (606) 796-0164

Sara Smith

Instructional Supervisor

Douglas Mobley

Director of Special Education

Timothy Underwood

Director of Federal Programs

Bill Allen

Director of Transportation

Lori Ginn-O'Keefe

Director of Pupil Personnel / Food Services

NOTIFICATION FORM FOR HARD COPY SUMMER CHECKS

I, _____ (Print Name), hereby request that my direct deposit be cancelled in order to receive my "summer checks" (July and August) on July 1, 2025.

I understand that once the "summer checks" are finished and distributed, I will immediately be put back on direct deposit for the new school year.

Forms must be to the superintendent's office no later than June 2, 2025.

Signature of Employee Date

Date

Witness

Date