



## TOWN OF BELLINGHAM

10 Mechanic Street Bellingham, MA 02019

To: All Employees

From: Bellingham Payroll Office

Re: Direct Deposit

The Town of Bellingham offers direct deposit to all employees. You may either choose to deposit your check into one or more different accounts. Notice will be sent to you via email with directions on how to view your paystub which you can print so you will have a record of your income and deductions. **Please confirm availability of funds prior to withdrawal. If unforeseen circumstances arise either on the part of the bank or the processing of payroll itself, a regular check will be issued in its place.**

Employee Name \_\_\_\_\_

Name of Bank \_\_\_\_\_

R & T Number \_\_\_\_\_ Account Number \_\_\_\_\_

Type of account: checking \_\_\_\_\_ Savings \_\_\_\_\_

Deposit in Full? ☐ YES ☐ NO If NO, please specify amount \_\_\_\_\_

If **NO** please list the other bank account information below

Name of Bank \_\_\_\_\_

R & T Number \_\_\_\_\_ Account Number \_\_\_\_\_

Type of account: checking \_\_\_\_\_ Savings \_\_\_\_\_

Email address: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please complete the information above and return to the Payroll Office along with a voided check or a photocopy of a check if you chose to take advantage of direct deposit.**

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To cancel a Direct Deposit account, please complete and sign:

Name of Bank \_\_\_\_\_

Account Number \_\_\_\_\_

Signature \_\_\_\_\_