



## TOWN OF BELLINGHAM

10 Mechanic Street \* Bellingham, MA 02019

To: All Employees

From: Bellingham Payroll Office

Re: Direct Deposit

The Town of Bellingham offers all employees the convenience of direct deposit. If you take advantage of this service, you may either choose to deposit your check into one or two different accounts. If you decide to deposit your entire check, you will receive a direct deposit voucher on payday so you will have a record of your income and deductions. **Please be advised that you should wait to make any withdrawals from your account until you receive this voucher as problems could always arise either on the part of the bank or the processing of payroll itself and the check may not be deposited. In this case, a regular check will be issued in its place.**

Please complete the information below 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.

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 \_\_\_\_\_

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

**\*\*Notices are now sent by email \*\*\*\*\* \*\*\*\*\* date of deposit indicated on advice NOT upon receipt of advice\*\***

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

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To cancel Direct Deposit, please complete and sign:

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

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

Signature \_\_\_\_\_