

Direct Deposit Fact Sheet

As a Town of Falmouth employee, your pay can be deposited into either a savings and/or checking account. You can direct deposit your pay into any financial institution.

What are the Benefits of having Direct Deposit?

- It's convenient. You don't have to stand in line at your bank.
- Your pay is available on payday with the opening of business at your bank.
- No special trips to pick up and deposit checks by you or other town employees.
- It's safer. You don't have to worry about losing your check because it's electronically deposited.
- It eliminates the need to make special arrangements when you're absent or out of town.
- Some banks and credit unions offer free checking if your pay is direct deposited. Check with your bank or credit union to see if you qualify!
- Earnings and Deductions information is available to you on Wednesdays if your pay stub is e-mailed.
- If a disaster happens that affects the Town's ability to produce payroll checks, the Town may call the payroll bank and have them resubmit the Direct Deposit for the previous week meaning only those with direct deposit will be paid their normal weekly pay.
- It also helps the Town reduce costs by making it easier to reconcile bank statements, eliminates the need for check storage, is quicker to produce the payroll, there is no need to void and reprint lost or stolen checks, etc.

How do I enroll and sign Direct Deposit?

- Complete the attached Direct Deposit Authorization Form and attach a copy of a void check for deposits to your checking account, or a deposit slip for deposits to your savings account.

How long does it take to enroll in Direct Deposit?

- It takes approximately two weeks.
- You will receive a paper copy of what was direct deposited into your account on Thursdays or if you elect **e-mail** you will **receive on Wednesday**.

What if I want to change my bank?

- Complete the attached Direct Deposit Authorization Form and attach a copy of a void check for deposits to your checking account, or a deposit slip for deposits to your savings account.
- Send the completed form and attached copy of a void check or deposit slip to Personnel **at least 5 business days prior to a pay date**.

In the case of bi-weekly payroll implementation:

- Direct Deposit forms are due no later than 03/15/2018, to the attention of the Personnel Department.

Direct Deposit Authorization Form (Rev 02/28/2013)

Last Name **First Name** **Middle Initial** **Employee ID Number** **Department**

Authorization Agreement

I hereby authorize **Town of Falmouth** to initiate automatic deposits to my account at the financial institution named below. I also authorize the **Town of Falmouth** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold the **Town of Falmouth** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me.

This agreement will remain in effect until the **Town of Falmouth** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Personnel Department.

➔ **Signature:** _____ **Date:** _____

Checking or Savings	Bank Name:	Bank Transit/Routing Number:	Account Number:	Net Pay / Amount:
Check One:	Start Deposit __	Stop Deposit __	Change Deposit Amount _	

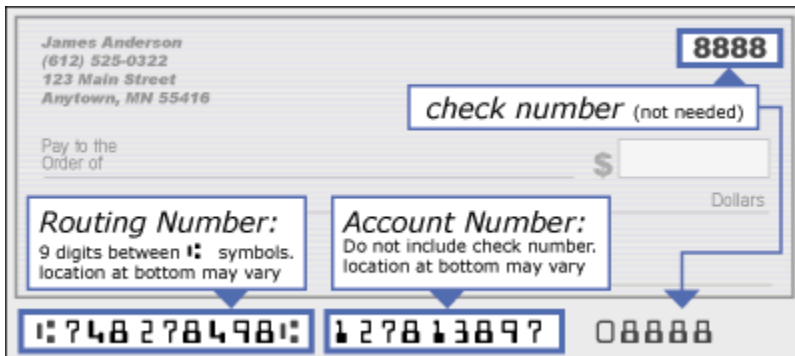
Checking or Savings	Bank Name:	Bank Transit/Routing Number:	Account Number:	Net Pay / Amount:
Check One:	Start Deposit __	Stop Deposit __	Change Deposit Amount __	

Checking or Savings	Bank Name:	Bank Transit/Routing Number:	Account Number:	Net Pay / Amount:
Check One:	Start Deposit __	Stop Deposit __	Change Deposit Amount __	

E-Mail Address for delivering Direct Deposit Advices: _____

Telephone Number in case we have questions: _____

NOTE: Please attach a copy of a voided check here.



Department Use:
Effective Date: