

AUTHORIZATION FOR "DIRECT DEPOSIT" OF PAY

NEW _____ CHANGE _____ UPDATE _____

I hereby authorize the Town of Carlisle to pay me by means of Electronic Transfer of Funds, commonly known as Direct Deposit. This authorization may be terminated or changed by me at any time and such authorization must be submitted in writing.

I agree to the following conditions of the Town:

1. The Town reserves the right to reverse any deposit which it makes to my account in error.
2. Under certain circumstances, pay may be issued in the form of a check rather than direct deposit. The Town will make a reasonable effort to advise the employees when this may occur.
3. Following this authorization or any changes, pay will be issued once in the form of a check while the bank runs a verification of the account number. The following pay will be Direct Deposit. The employee should verify this and call the Treasurer if action is not taking place as expected.
4. Pay checks and deposit advices look very much alike. Employees should always be certain to look at their pay slip to be certain of which it is.
5. SCHOOL TEACHERS: The first pay of each school year and the "Lump Sum" pay may be issued in the form of a check rather than Direct Deposit as these may not be regularly scheduled paydays. Please be sure to verify the form of payment when you receive your first and last pay of each year.

Signature: _____ Date: _____
=====

Print Name: _____

Department(s) to which this shall apply: School

Bank Name: _____

Bank Location (Town): _____

Type of Account: Checking _____ or Savings _____

*****PLEASE ATTACH A COPY OF A CHECK WITH THE WORD "VOID" WRITTEN ON IT. IF ACCOUNT IS SAVINGS, ATTACH A DEPOSIT SLIP.
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FOR OFFICE USE ONLY: Bank Code _____ On Payroll _____
Check/Deposit slip on file _____



Office of
TAX COLLECTOR
P.O. Box 614

Town of Carlisle

Massachusetts 01741
Tel. (978) 369-5557



Office of
TOWN TREASURER
P.O. Box 624

June 3, 2020

To All Employees,

Due to the Coronavirus we are going to work on converting to paperless direct deposit. We will need a personal email address. You will be able to look up your paycheck electronically. Please fill out below and return to Anush Coates in Treasurer's Office. We will let you know when this will take place.

Employee Name: _____

Email Address: _____

Thanks for your cooperation.

Anush Coates
Assistant to Treasurer
Benefits Administrator, H.R. Assistant
66 Westford Street
Carlisle, MA 01741
acoates@carlislema.gov