

Town of



# Amherst Massachusetts

HUMAN RESOURCES DEPARTMENT

Director of Human Resources  
Town Hall  
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Amherst MA 01002

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www.amherstma.gov

Fellow Employees of the Town of Amherst:

RE: Direct Deposit &/or Electronic Notification of Direct Deposit enrollment form.

You may use this form (or access it on the J drive, Accounting or Human Resources OUT FORMS folders) to:

1. Enroll in Direct Deposit and Electronic Notification of your paycheck to your preferred bank account. You will receive a bi weekly email with all of the information commonly included in your pay stub confirmed to have been deposited in your selected bank account. You may choose either your town or personal email address. *You will also receive any reimbursements due to you (mileage, expenses) via the same method, although you may elect to deposit these funds in a different bank account.*
2. Enroll in Direct Deposit of your paycheck and split your deposit between 2 or more bank accounts (some to checking; some to savings/Christmas Club/private account, etc)

The advantages of choosing direct deposit are:

- Your money will be available to you Friday morning of each pay period.
- No trip to the bank is needed.
- You can distribute your check among several accounts of your choosing.
- Paychecks are dated Friday and this is the day funds are available for withdrawal. If you are not scheduled to work on Friday, why pick up and deposit a check on Thursday that you can't cash until Friday? Save on gas and let the Town and the Bank do the work for you.

**NOTE: Your password to access your direct deposit is the last 4 digits of your social security number.**

Please complete the appropriate sections on the reverse side of this form and return it to Theresa Fleurent, Payroll Coordinator, in the Accounting Office at Town Hall. If you have any questions, please call her at 259-3165, or me at 259-3119. Thanks.

Deborah Radway  
Director of Human Resources  
Town of Amherst

TOWN OF AMHERST AUTHORIZATION AGREEMENT FOR EMPLOYEE DIRECT DEPOSIT OF  
PAYROLL, ELECTRONIC NOTIFICATION and VENDOR DEPOSITS  
(RETURN COMPLETED FORM TO ACCOUNTING OFFICE AT TOWN HALL)

EMPLOYEE NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BANK NAME/ADDRESS: \_\_\_\_\_

TYPE OF ACCOUNT: (Please Indicate Options Below)

DISTRIBUTION OPTIONS:

CHECKING (**Attach Voided Check**)

(TRANSIT ROUTING NUMBER)

(ACCOUNT NUMBER INFORMATION)

[ \_\_\_\_\_ % or \$ \_\_\_\_\_ ]

SAVINGS

(TRANSIT ROUTING NUMBER)

(ACCOUNT NUMBER INFORMATION)

[ \_\_\_\_\_ % or \$ \_\_\_\_\_ ]

DISTRIBUTION OPTIONS: CHECK THE OPTION BELOW AND ENTER THE INFORMATION ABOVE. \_\_\_\_

C H CHECKING ACCOUNT ONLY—Enter 100% **or**; S SAVINGS ACCOUNT ONLY—Enter 100%

\_ CHECKING AND SAVINGS: Enter a percentage figure above for each, Checking and Savings (Total 100%) Or, a fixed dollar amount for one and 100% for the other account, and earnings over the fixed amount will be distributed to the 100% account. Vendor payments for expense reimbursements and non-payroll items (mileage, cell phone) will be made to primary deposit account noted above unless otherwise directed here: **Vendor Payments only:**

Checking Account only-Enter 100% or

Savings Account only 100% (no splitting vendor deposits)

(TRANSIT ROUTING NUMBER)

(ACCOUNT NUMBER INFORMATION)

Other Instructions/Comments: \_\_\_\_\_

I AUTHORIZE AND REQUEST THE TOWN OF AMHERST MASSACHUSETTS, Hereinafter called The TOWN to make payment of any amounts owing to me for payroll and **vendor** payments by initiating deposits to my BANK named above, hereinafter called BANK, and I authorize and request the BANK to accept deposits initiated by the TOWN and to deposit the same to such account without responsibility for the correctness of the amount. I AUTHORIZE THE TOWN OF AMHERST TO NOTIFY ME OF DIRECT DEPOSIT by means of electronic notification and agree to update the accounting office with my new email address when I change it.

DEPARTMENT \_\_\_\_\_ **Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

It is understood that this agreement may be terminated by me at anytime by written notification to the Town. Any such notification to the Town shall be effective only with respect to entries initiated by the Town after receipt of such notification and a reasonable opportunity to act on it. Any such notification to the Bank by the employee is unacceptable. The Bank may terminate this agreement by written notice to the employee for just cause.