

Town of Barnstable

Administrative Services

Treasurer's Office

367 Main Street
Hyannis MA 02601

Sean O'Brian, Treasurer
Samantha LeDuc, Assistant Treasurer
Christiana Hevener, Payroll Operations Manager

Tel: (508) 862-4656
Fax: (508) 790-6310

DIRECT DEPOSIT ENROLLMENT/CHANGE/CANCELLATION FORM

Part I Employee Information

I have read and agree to the terms of the towns direct deposit policy. I authorize the Town of Barnstable to deposit my pay to my checking or savings account(s) and, if there is an error, to make the necessary corrections to my account.

(Check one) Deposit Action:	New: <input type="radio"/>	Change: <input type="radio"/>	Stop: <input type="radio"/>
Full Name:			
Employee Number:			
Department/Unit:			
Signature:			

Part II Employee Bank Information

You may deposit to three accounts. LAST BANK SPECIFIED WILL RECEIVE THE BALANCE OF YOUR PAY.

Bank 1 Name:			
Routing Number:			
Account Number:			
Account Type:	Checking: <input type="radio"/>	Savings: <input type="radio"/>	
Amount to be Deposited:	\$ _____		

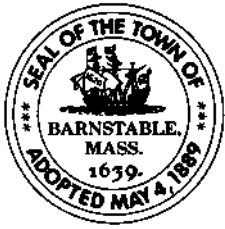
Bank 2 Name:			
Routing Number:			
Account Number:			
Account Type:	Checking: <input type="radio"/>	Savings: <input type="radio"/>	
Amount to be Deposited:	\$ _____		

Bank 3 Name:			
Routing Number:			
Account Number:			
Account Type:	Checking: <input type="radio"/>	Savings: <input type="radio"/>	
Amount to be Deposited:	\$ _____		

Return this form AND a **VOIDED CHECK, DEPOSIT SLIP** for each bank account, or financial institution document.

Part III Special Instructions

Direct Deposit Notification is available via Email. Please complete below.
Please email my direct deposit notification to the following email address
Email Address: _____
Please Print



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DIRECT DEPOSIT POLICY

It is the intent of the Town of Barnstable to offer Direct Deposit Services to its employees as an additional benefit of employment with the Town.

The following provisions apply to persons wishing to participate in this benefit program.

1. Employees wishing to participate must complete and sign a Town of Barnstable Direct Deposit Enrollment/Change/Cancellation Form and return it to the Payroll Department prior to the start of any direct deposit activity.
2. Employees are responsible for completing any forms which may be required by their bank prior to their enrollment in this program.
3. Employees may designate a maximum three bank accounts for the deposit of their salary. The entire net amount of their pay must be deposited electronically.
4. Once enrolled in the program an employee may withdraw at any time by completing and returning to the Treasurer's Office a Deposit Enrollment/Change/Cancellation Form. A reasonable time to act is required.
5. A voided check, a deposit slip, or financial institution document providing routing and account number, for all designated accounts, must be submitted upon enrollment.
6. The Town will make every effort to insure electronic deposits are made to employee accounts on Thursday mornings, but will not be held responsible for processing delays that may be caused by circumstances beyond our control.
7. A reasonable time is required to initiate direct deposit. The verifying of account numbers may result in a delay of one or two payrolls before electronic deposits begin.