



Date: May 23, 2013

From: Mary Bousquet
Treasurer/Collector

Subject: Direct Deposit for Payroll Checks

To: All Employees Receiving Regular Payroll Checks

Beginning on July 1, 2013, all employees will be required to have direct deposit. Attached is an "Authorization Agreement for Direct Deposit". We can deposit all of your paycheck into one account or you can tell us how much you want to go into a savings account and the balance into a checking account or whichever way you want your money to be deposited. You will be required to submit a void check and/or a form from your bank containing your banking information (routing and account number) so we can setup your direct deposit. **Completed forms must be returned to the Treasurer's by 4:30 p.m. on Monday, June 3, 2013.**

Please note that you will need to notify the Treasurer's office immediately if you close the account(s) into which you are having payroll money deposited.

If you have any questions regarding this memo or need assistance in completing the forms, please feel free to stop by the Treasurer's office. We are open Mondays, Wednesdays and Thursdays from 8:30 a.m. to 4:30 p.m., Tuesdays from 8:30 a.m. to 7 p.m. and Fridays 8:30 a.m. to 1 p.m.

Attachment

5/20/13 Approved by P Lebeau, B Jackson & K Buday

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