



**Town of Dartmouth**  
**Treasurer's Office**  
400 Slocum Road  
Dartmouth, MA 02747

Gregory W. Barnes  
Director of Budget & Finance / Treasurer

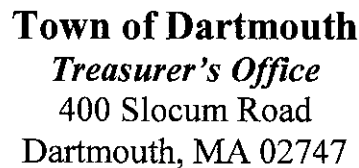
**Direct Deposit Policy**

1. All employees must fill out and have on file the **AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)** form.
2. First week of direct deposit processing for individual employee will be a pre-note. Employee will get a regular check for first week. Second and subsequent weeks, employee will receive a non-negotiable direct deposit advice. Direct deposit net pay amount will appear in amount block of the direct deposit advice stub as well as in the deductions section of direct deposit advice followed by the bank or credit union name.
3. Net pay will be deposited based on the employees' choice as noted on the **AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)** form. The deposit options are: 100% of net pay into checking account or 100% net pay into savings account, not both. No net pay splits among several banks or credit unions will be authorized.
4. In the event an employee chooses to change banks or accounts for direct deposit, the week of the change will constitute a pre-note. Employee will get a regular check for first week. Second and subsequent weeks, employee will receive a non-negotiable direct deposit advice.

**Changes must be done in person in the Treasurer's Office Rm 206 at the Town Hall or the School Admin Building at 8 Bust Street. Please have a Photo I.D. with you.**

5. Deposit amounts will be in financial institution no later than 12:00 noon on the day regular payroll is distributed.
6. To stop direct deposit of net pay, the Treasurer's Office needs written notification from the employee two (2) weeks prior to termination.
7. The Town issues paperless advices delivered via email, which will be required on the attached authorization form.
8. Any questions pertaining to this policy should be addressed in writing to: Gregory W. Barnes, Director of Budget & Finance / Treasurer, 400 Slocum Road, Dartmouth, MA 02747.

**DIRECT DEPOSIT IS MANDATORY FOR NEW EMPLOYEES.**



I hereby authorize the ***TOWN OF DARTMOUTH***, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to my: **\*\*\*(SELECT ONE)\*\*\***

**( ) SAVINGS ACCOUNT**

BANK / CREDIT UNION \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BANK / CREDIT UNION ROUTING NO.

**\*If you are issued a Town or School email, do you prefer to be notified through this Town email address? Please circle YES NO**

Please print clearly below. Be mindful of case sensitive email addresses.

[illegible]

NAME \_\_\_\_\_ SSN NO. \_\_\_\_\_  
(Please Print)

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

**\*\* ONLY ORIGINAL FORMS ACCEPTED \*\***

PLEASE ATTACH  
A **BLANK** VOIDED  
CHECK HERE