NOW AVAILABLE

CITY OF CHICOPEE

TREASURER'S OFFICE

274 FRONT STREET, CHICOPEE, MA 01013-2684

The City of Chicopee, in effort to "Go Green", will be offering the ability to have a paperless direct deposit voucher delivery. This will allow you to no longer receive the direct deposit voucher via US Mail, but to have it sent to the email address of your choice. From the email you will have the ability to delete if you do not need the information, save to your computer for later use, or print from your personal printer. This will save paper, postage and reduce our carbon footprint.

Your payroll information will still be available from within the Employee Self-Service site that may be accessed using the following web address: https://chicopeema.munisselfservice.com

Please complete the below and return to the Treasurer's Office to begin receiving your direct deposit advices electronically.

EMAIL PAY STATEMENT AUTHORIZATION

I hereby authorize the City of Chicopee to electronically send my direct deposit voucher and cease printing. I understand that my authorization is voluntary. This authorization will remain in effect until I provide written cancellation.

I certify that the information provided is accurate to the best of my knowledge. ***(Please print clearly!)***

Employee ID_____(left corner of pay stub) Last 4 of Social Security Number _____

PLEASE SELECT: I AM A ☐ **Municipal Employee** ☐ **School Employee**

PLEASE SELECT: ☐ **Original Request** ☐ **Update** ☐ **Stop E-Mail Delivery**

NAME _____

First Middle Initial Last Name

CONTACT PHONE (_____)_____

EMAIL: _____

SIGNATURE_____ DATE_____

The requested pay statement will be emailed at the time of processing, which may be up to 5 business days prior to your actual pay date. The direct deposit of funds will not be available until your actual pay date as shown in the emailed pay statement.

If an error is found after processing the original pay statement may be voided or replaced as necessary.

The email cannot be replicated after processing. The pay detail is available on the Employee Self Service (ESS) site.

The emailed pay statement will be a password protected PDF attachment from noreply@chicopeema.gov. The password to access the pay statement will be the last four numbers of your social security number.