

CITY OF CHICOPEE

RETURN TO: TREASURER'S OFFICE

274 FRONT STREET, CHICOPEE, MA 01013-2684 413-594-1560



DIRECT DEPOSIT AUTHORIZATION

This form must be completed and signed to initialize direct deposit of your payroll check. Any incorrect information will result in the delay of processing your request.

I hereby authorize the City of Chicopee to make the indicated direct deposit into my account at the financial institution named below. The City Treasurer is also authorized to debit my account to adjust for any over deposit that may be caused. This authorization will remain in effect until cancelled by the employee with 30 days written notice to the City Treasurer. I certify that the information provided is accurate to the best of my knowledge. *(Please print clearly!)*

PLEASE CIRCLE: **Original Request** **Original Request** **Bank/Account Change** **Stop Direct Deposit**
Bank 1 Bank 2

PLEASE CIRCLE: Municipal Employee or School Employee

EMPLOYEE # _____ (left corner of pay stub)

NAME _____

ADDRESS _____

SIGNATURE _____ DATE _____

NAME OF FINANCIAL INSTITUTION #1 _____

ADDRESS _____

BANK ROUTING # _____

YOUR ACCOUNT # _____ CHECKING [] *or* SAVINGS []

PLEASE SELECT ONE OPTION:

[] ENTIRE NET CHECK *or* [] FLAT DOLLAR AMOUNT OF \$ _____

NAME OF FINANCIAL INSTITUTION #2 _____

ADDRESS _____

BANK ROUTING # _____

YOUR ACCOUNT # _____ CHECKING [] *or* SAVINGS []

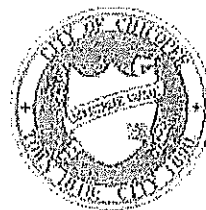
PLEASE SELECT ONE OPTION:

[] ENTIRE NET CHECK *or* [] FLAT DOLLAR AMOUNT OF \$ _____

***IF BEING DEPOSITED TO A CHECKING ACCOUNT
YOU MUST ATTACH VOIDED CHECK***

CITY OF CHICOPEE

TREASURER'S OFFICE, 274 FRONT STREET, CHICOPEE, MA 01013



The following are some frequently asked questions about Direct Deposit that may assist you. Please remember to contact your institution to verify if there is any additional information or steps necessary to implement this action, and to verify the accuracy the information you are providing to the City.

Q. What bank can I deposit to?

A. Any legal financial institution, no more than two banks.

Q. Can I have my paycheck deposited into two accounts at the same bank?

A. No. They must be at two separate banks. With more than one account at the same bank, your bank should be able to service you to allow you to move money around within their system.

Q. Can I have my money deposited to two different banks and then have the rest come to me in a check?

A. No, you can only have your check divided in two ways.

Q. When will my money be available to me?

A. It will be available on the regularly scheduled payday.

Q. How will I keep track of my deposits?

A. Partial deposits will appear on your check as a deduction. If you deposit your entire net check you will receive an advice that is very similar to your paycheck with earnings and deduction detail. Your bank statement should also reflect your deposits.

Q. Can I choose direct deposit later if I don't sign up at the start?

A. Yes. You can sign up at any time as long as you are an eligible employee. It will be two weeks before the direct deposit takes effect.

Q. Once I sign up, can I change banks or accounts?

A. Yes. You must complete and sign a new authorization form to change and submit it to the Treasurer's office. There is a two week period for the request to be processed.

Q. What if I want to stop my direct deposit?

A. You must complete and sign an authorization form requesting the stop. There is a 90 day waiting period to re-enroll once it is stopped.

Q. Who do I contact if there is a problem with my direct deposit?

A. Contact your bank's ACH department first. If there is still a problem, contact the Treasurer's Office.