

Human Resources

75 Middle Street
Weymouth, MA 02189

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(781) 682-3561 FAX

**Town of Weymouth
Massachusetts**

Robert Hedlund
Mayor



DIRECT DEPOSIT

The Town of Weymouth requires the use of direct deposit for all employees unless otherwise stated in a collective bargaining agreement. This benefit allows you to have your paycheck deposited electronically to any bank account(s) YOU specify. There are no restrictions on your choice of financial institutions.

Direct deposit will benefit you in many ways. There is no need to stand in line at the bank and there will be no hold on your money until your payroll check clears. Your money is available for immediate use each Thursday at 12:01 a.m. To sign up for direct deposit, please complete the information requested below. If your funds will be deposited into a checking account please attach a voided check and return it to the Human Resources Department.

Additionally, you may now have your statement emailed to you password protected. If you would like to sign up for this option please enter your email address below. Passwords are the last 4 digits of your social security number.

Email address: _____.

.....
Name: _____

Department: _____

Financial Institution 1: _____ Financial Institution 2: _____

Routing Number _____ Routing Number _____

Account Number _____ Account Number _____

Checking account \$ _____

Checking account \$ _____

Savings account \$ _____

Savings account \$ _____

Remaining Balance

Financial Institution 3: _____

Routing Number _____

Account Number _____

Checking account \$ _____

Savings account \$ _____

Remaining Balance

I hereby authorize the Town of Weymouth to electronically deposit my paycheck to the financial institutions noted above.

Signature of Employee

Date

Please attached either a voided check or a bank authorization form for all direct deposits.