

DIRECT DEPOSIT

WHAT IS DIRECT DEPOSIT?

Direct Deposit means the City of Boston can automatically deposit your paycheck into your checking, savings or NOW account at your financial institution on payday.

HOW LONG DOES IT TAKE TO SET-UP?

From the time your authorization form is received by the Office of the Treasurer, it takes approximately 2 pay periods for your Direct Deposit to be established.

WHO IS ELIGIBLE TO PARTICIPATE?

All City and Boston Public School employees are eligible to participate in this program.

CAN I HAVE MY CHECK DEPOSITED INTO MULTIPLE ACCOUNTS?

Your check can be split deposited into **two** accounts.

WILL I STILL RECEIVE A PAY STUB SHOWING ALL MY PAYROLL WITHHOLDINGS?

Yes. The City will continue to issue you a pay stub detailing your gross earnings, net earnings and other payroll related information

DO I HAVE TO BELONG TO A CERTAIN FINANCIAL INSTITUTION?

No. The majority of banks and credit unions participate in this program.

CAN I CANCEL MY ACCOUNT AT ANYTIME?

Yes. To **cancel**, submit a written cancellation notice to the Office of the Treasurer. Once your Direct Deposit is cancelled, it cannot be reinstated for **30 days**.

CAN I CHANGE MY ACCOUNT AT ANYTIME?

Yes. To **change** your Direct Deposit account, complete a new authorization form and submit it to the Office of the Treasurer.

Any questions pertaining to Direct Deposit should be directed to the Office of the Treasurer at 617-635-4151.

INSTRUCTIONS

- A) Fill out this section completely
- B) Primary account: All initial Direct Deposit requests must have a primary account. The entire net pay amount will be deposited into the primary account. **YOUR NAME MUST BE LISTED ON THE ACCOUNT RECEIVING FUNDS**
- C) Secondary account: You must have a primary account before you can request a secondary account. The secondary account is a dollar specific account. **Be sure to notate the exact dollar amount to be deposited into the secondary account . YOUR NAME MUST BE LISTED ON THE ACCOUNT RECEIVING THE FUNDS.**
- D) **You must sign and date the authorization form. A voided check must be attached for all direct deposits into a checking account.**
- E) You may submit your Direct Deposit authorization form in person to: City Hall 3rd floor window M-38, via mail to: City of Boston, Office of the Treasurer. Room M-38, Boston City Hall, Boston MA 02201 or via fax to: 617-635-4142.

PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

(A)

Social Security # _____

Work Phone () _____

Last Name _____

First Name _____

Department _____

Empl ID# _____

(B) PRIMARY ACCOUNT

(C) SECONDARY ACCOUNT

Bank Name _____

Bank Name _____

Bank Transit Routing # _____

Bank Transit Routing # _____

Account # _____

Account # _____

Account Type: _____ Checking/NOW Account

Account Type: _____ Checking/NOW Account

_____ Savings Account

_____ Savings Account

Deposit Amount \$ _____

(for secondary account only)

I hereby authorize the City of Boston's Treasurer to deposit my net pay into my account at the financial institution indicated on the front of this form. The City of Boston Treasurer is authorized to debit my account or to adjust any over deposit made to my account. I will not hold my bank liable for any erroneous deposits or adjustments made by the City of Boston Treasurer. This authorization may be cancelled by the City Treasurer at any time or by me, the employee

(D)

Employee Signature _____ **Date** _____