



Town of Barnstable

Administrative Services

Treasurer's Office

230 South Street
Hyannis MA 02601

Debra Blanchette, Treasurer
JoAnna Callahan, Assistant Treasurer

Tel: (508) 862-4661
Tel: (508) 862-4656

DIRECT DEPOSIT ENROLLMENT/CHANGE/CANCELLATION FORM

Part I Employee Information

I have read and agree to the terms of the towns direct deposit policy. I authorize the Town of Barnstable to deposit my pay to my checking or savings account(s) and, if there is an error, to make the necessary corrections to my account.

(Check one) Deposit Action:	New: <input type="radio"/>	Change: <input type="radio"/>	Stop: <input type="radio"/>
Full Name:	_____		
Employee Number:	_____		
Department/Unit:	_____		
Signature:	_____		

Part II Employee Bank Information

You may deposit to three accounts. LAST BANK SPECIFIED WILL RECEIVE THE BALANCE OF YOUR PAY.

Bank 1 Name:	_____		
Routing Number:	_____		
Account Number:	_____		
Account Type:	Checking: <input type="radio"/>	Savings: <input type="radio"/>	
Amount to be Deposited:	\$ _____		

Bank 2 Name:	_____		
Routing Number:	_____		
Account Number:	_____		
Account Type:	Checking: <input type="radio"/>	Savings: <input type="radio"/>	
Amount to be Deposited:	\$ _____		

Bank 3 Name:	_____		
Routing Number:	_____		
Account Number:	_____		
Account Type:	Checking: <input type="radio"/>	Savings: <input type="radio"/>	
Amount to be Deposited:	\$ _____		

Return this form AND a **VOIDED CHECK** or **DEPOSIT SLIP** for each bank account.

Part III Special Instructions

Direct Deposit Notification is available in Hard Copy or Via Email. For Email, please complete below.

Please email my direct deposit notification to the following email address

Email Address: _____

Please Print