



Town of Holbrook

50 North Franklin Street

Holbrook, Massachusetts

02343

TREASURER/COLLECTOR'S OFFICE

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS

CHECKING ACCOUNT

BANK NAME: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____

ROUTING NUMBER: _____ ACCOUNT #: _____

DEPOSIT AMOUNT: _____

SAVINGS ACCOUNT

BANK NAME: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____

ROUTING NUMBER: _____ ACCOUNT #: _____

DEPOSIT AMOUNT: _____

This authorization is to remain in full force and effect until The Town of Holbrook has received written notice from me of its termination in such time and in such manner as to afford The Town of Holbrook and the Bank named above a reasonable opportunity to act on it.

NAME: _____ SOCIAL SECURITY #: _____

DEPARTMENT: _____

SIGNATURE: _____ DATE: _____

Consent Form for Electronic Delivery of Payroll Advices and/or W-2 Statements.

If desired, you may receive either or both of these statements as email attachments encrypted with a password that you specify.

If you do not provide consent, paper copies will be provided.

Your consent will remain in effect until withdrawn.

You may receive a paper copy at any time by withdrawing your consent.

To withdraw consent, provide the withdrawal in writing (by email or on paper) to the payroll office. You will receive confirmation of the withdrawal in writing. Your withdrawal will not apply to previously issued Forms W-2.

You may complete a new consent form at any time to make changes to your email address or password.

A computer with email access and a program (such as the free Adobe Reader) that can open PDF files are required to access, print and retain the statements.

To request electronic delivery, please print this form, fill it out, and give it to the payroll office.

I hereby request electronic delivery of the following statements:

___ Payroll Advices of Direct Deposits.

___ W-2 Forms

Name: _____ Employee#: _____

Email Address: _____

Signature: _____ Date: _____

(After password is entered into the system, please detach and shred this portion.)

Password: _____

(maximum of 30 letters, numbers and special characters)