

**Town of North Reading**  
*Massachusetts*

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*Finance Division*

TO: ALL EMPLOYEES

RE: DIRECT DEPOSIT EMAILS

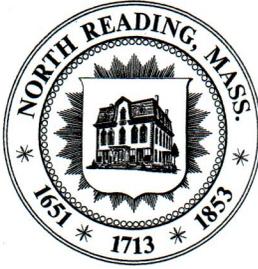
You can access your email account from any computer with internet ability. You enter the following URL address:

<https://webmail.northreadingma.gov>

Your User Name will be the first letter of your first name and your last name (no spaces).

You will have to contact Gene Tworek (ext 5255) or Brian Carter (ext 5263) in our IT Department at Town Hall to get your Password.

If you have Town Direct Deposit, you will no longer be receiving a printed advice, instead on the Wednesday prior to the Friday payday, you will receive an email. The password to pull up a picture of your Direct Deposit will always be the last 4 digits of your Social Security Number.



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## **DIRECT DEPOSIT AUTHORIZATION AGREEMENT**

I authorize the Town of North Reading to automatically deposit my net paycheck to my account at the financial institution listed below.

I understand that this agreement may be terminated by me or the Town of North Reading at any time by written notification. Any such notification requires a reasonable time to be acted upon but should not exceed 30 calendar days.

I authorize the Town of North Reading to debit my account only for the purpose of correcting an erroneous credit previously initiated to my account, provided that prior to the debit, the Town has notified me in writing of such a debit and the reason therefor.

I hold the Town of North Reading and the Payroll Department harmless in the event amounts owed me are not deposited because of circumstances beyond the control of the Town and/or the financial institution. Further, any liability shall be limited to the amount owed me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Email Address (where you want your Direct Deposit Advice emailed)  
Please print clearly

The first week after your Direct Deposit is set up, you will receive a live check until the Bank Pre-note has been verified, then you will receive an email on the Wednesday prior to the Friday payday, however, the funds will not be available until the Friday.

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## **BANKING INFORMATION**

Please attach a copy of your voided check or a letter from the Financial Institution verifying your Account Number, and Bank Routing Number.