

April 1, 2010

Dear Town of Kingston Employee:

We would like to introduce you and your family to a **Direct Deposit Program** which will automatically deposit your paycheck or any amount of your pay into your personal checking or savings (or both) account each payday.

Your paycheck is deposited to a bank of your choice whether you are at work, at home, or on vacation. You don't have to make special trips to pick up your check or make special trips to the bank to cash it. It's already in the bank. **Direct Deposit is the safest, most reliable and convenient way to get paid.**

**Benefits**

- *Convenience*
  - Eliminates waiting in bank teller lines*
  - Provides immediate availability of funds*
  - Easy access through ATM and Debit card*
  
- *Security*
  - Protects income privacy*
  - Decreases the chance of loss, theft, forgery*
  - Eliminates mail theft*
  
- *Cost Savings*
  - Saves money through direct deposit program at your bank*

To sign up, please return the attached authorization form to your Finance Department. You will be notified of the date you can expect your first Direct Deposit to occur.

Please refer all questions to Cindy Kenerson at 642-3342 x101.

Sincerely,

The Board of Selectmen

Authorization Agreement for Direct Deposit (ACH Credit)

Company Name Town of Kingston  
Employee Name \_\_\_\_\_

**Net pay** to be deposited to:

(Please check one)            Checking \_\_\_\_\_ Savings \_\_\_\_\_

Financial Institution \_\_\_\_\_

Bank Routing # \_\_\_\_\_

Account # \_\_\_\_\_

**Specific amount** to be deducted and deposited to:

(Please specify \$ amount)    Checking \$ \_\_\_\_\_ Savings \$ \_\_\_\_\_

Financial Institution \_\_\_\_\_

Bank Routing # \_\_\_\_\_

Account # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

This authorization is to remain in full force and effect until above named company has received written notification from me of its termination and in such manner as to afford the Company and Financial Institution a reasonable opportunity to act on it.