



# THE EPISCOPAL DIOCESE OF WESTERN MASSACHUSETTS

37 Chestnut Street Springfield, MA 01103 P: 413.737.4786 In MA: 800.332.8513 F: 413.746.9873

## How to Sign up for Direct Deposit

1. Complete the enclosed Direct Deposit Authorization and mail it to the Diocesan Payroll Department. Please allow 2 pay periods from the time the authorization is received for your direct deposit to begin. Please indicate if your account is checking or savings. In the meantime, you will receive your paycheck as usual.
2. Attach a voided check or a photocopy of a check. This allows us to verify your bank routing number and account number (the information listed on deposit tickets or ATM cards cannot be used as a substitution).
3. Kindly return the completed form to the Payroll Department, Diocese of Western Massachusetts, 37 Chestnut Street, Springfield, MA 01103.

Please feel free to call with any questions at (413) 737-4786 or 1-800-332-8513, Ext. 20 or Ext. 16.

Just bring this form to the payroll department with a *voided* check and say,  
*"I want to enjoy the convenience and safety of Direct Deposit."*

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Employee Name \_\_\_\_\_ Employee ID# \_\_\_\_\_

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

Transit/Routing #     -     -

Account #

checking  savings

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