

Receive Your Direct Deposit Slip by Email

Employees can sign up to have their direct deposit slip sent to an email address instead of receiving a paper copy on pay day.

How: Send an email to nheffernan@ci.reading.ma.us from the email address that you want payroll to use to send you a copy of your direct deposit slip. In the subject line, type the words Direct Deposit. In the body of the email, type your name, home address or employee number, and the name of the department where you work. This does not have to be your Town or School email address; it can be a home email address. Please remember that whoever has access to that email address will have access to your direct deposit slip.

When: Payroll must receive your email ten (10) business days before the payroll date to process it. For example, if the payroll date is the 13th of the month, then you must send your email to payroll by the 2nd of the month for your request to be effective for that payroll.

You will receive an email with a copy of your direct deposit slip as soon as the payroll process is complete. That could be as early as the Tuesday before a Friday payroll, but **the funds are not available until Friday**. Receiving the email from payroll does **not** mean that the funds are available in your account.

If you sign up for this service your responsibilities include the following:

- You must notify us at 781-942-6632 by the payroll date if you do not receive the email with the copy of your direct deposit slip.
- You must notify us ten (10) business days before the payroll date if you change your email address. Send an email to nheffernan@ci.reading.ma.us from the new email address that you want payroll to use and in the subject line type the words Change Email Address. In the body of the email, type your name, address, and the name of the department where you work.

Signing Up for Direct Deposit or Changing Your Direct Deposit Account

The process for signing up for direct deposit or changing the account that receives your direct deposit remains the same. If you currently do not have direct deposit or if you are changing the account that receives your direct deposit, we request that ten (10) business days prior to the payroll date you send to Peggy Campbell at Town Hall a copy of a check (marked void) from the account that you want to receive your direct deposit. If it is a savings account, please have the bank write down the routing number and account number.

There is always a pre-note when you start direct deposit or change the account. For example, if you sent a copy of a voided check prior to the 2nd of the month for the payroll of the 13th, then on the 13th you would receive a paycheck and your direct deposit information is sent to your bank to verify the routing and account numbers are correct. Then for the next payroll on the 27th you would receive a direct deposit slip.

Any questions call 781-942-6632 or email pcampbell@ci.reading.ma.us