

Town of Meredith – Administrative Regulation

Effective Date: August 3, 2011

Regulation No: 34

Revision Date:

Supersedes:

Approved by: Phillip L. Warren, Jr., Town Manager

Subject: Payroll Direct Deposit

I. PURPOSE

The purpose of Administrative Regulation is to outline the Direct Deposit function that is offered through Payroll by the Town of Meredith.

II. POLICY

1. Direct deposit is offered to all employees.
2. The Town of Meredith does not issue a paper advice of deposit or a “stub”, the deposit information is available through the Town of Meredith’s website; utilizing the Employee Service Portal.
3. To activate the service:
 - a. Go to the Town of Meredith web site www.meredithnh.org
 - b. Under the Government heading click on Employee Resource Center
 - c. Under Links click on MyPayDocs
 - d. Click on Enroll in the Employee Services Portal, enter information as requested. The employee name must be entered exactly as it appears on the advice of deposit – no commas or punctuation.
4. When returning, enter the correct username and password. Consult the Frequently Asked Questions link or the User’s Guide link for more information.

III. DOCUMENTATION:

1. To utilize direct deposit; the employee shall complete the “Direct Deposit Authorization” form and return to payroll. (Form Attached).
2. Payroll will initiate the direct deposit authorization on the next payroll from the date of submittal.
3. Authorization will remain valid until rescinded by the employee.



Town of Meredith

Direct Deposit Authorization

I authorize the Town of Meredith to send credit entries (and appropriate debit and adjustment entries), electronically to my account(s) as indicated below.

Deposit 1 - Type (check one) Checking Savings

Bank Name

Percentage or Dollar Amount

Bank Routing Number (ABA)

Account Number

Deposit 2 - Type (check one) Checking Savings

Bank Name

Percentage or Dollar Amount

Bank Routing Number (ABA)

Account Number

Deposit 3 - Type (check one) Checking Savings

Bank Name

Percentage or Dollar Amount

Bank Routing Number (ABA)

Account Number

This authority will remain in effect until adjusted or terminated in writing.

Employee's Signature

Employee No.

Date

Please attach a voided check, deposit slip or bank authorization to this form.

Jane A. Doe 1000 Main St. Anywhere, USA 10001	Date _____	3680
PAY TO THE ORDER OF _____	\$ <input type="text"/>	
		DOLLARS
MEMO _____	X _____	
⌚ 123456789 ⌚ 11484620040 ⌚ 3680		

Transit/ABA No.

Account No.