

**AUTHORIZATION FOR WEEKLY PAYROLL DIRECT DEPOSIT ADVICE TO BE EMAILED TO EMPLOYEE**



HELP US SAVE PAPER AND ENVELOPES!

Town of East Hartford  
Finance Department - Payroll

We are pleased to announce that your Payroll Direct Deposit Advice can be emailed to you at your Town of East Hartford email address. The Payroll Direct Deposit Advice will be an attachment in the email and will look like the new advice format you currently receive. This allows you to have an electronic version that you may save or print for your records. Payroll will send you the email with the attachment, generally 2 days before payday. Keep in mind that the funds will not be in your bank account until the actual payday, as they are now.

Please acknowledge your option below and send this form to the Finance Payroll Department at Town Hall.

\_\_\_\_\_ I would like my payroll direct deposit advice to be emailed to me at my Town of East Hartford email address.\*

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Number

**Thank you for your participation!**

\* Employees without a Town email address can provide a private email address. Employees who use a private email address are responsible for notifying the Payroll Department of email address changes.

\_\_\_\_\_ I would like my payroll direct deposit advice to be emailed to me at my private email address.

\_\_\_\_\_  
Private email address (print clearly)