



Town of Canton

ELECTRONIC DELIVERY OPTIONS

The Town of Canton can e-mail your W-2 and 1095 information

In an effort to Go-Green, reduce our printing footprint, and provide information to our employee's in a timely manner individuals can choose to receive their W-2 and/or 1095 electronically. Employees, who would like to consent for electronic distribution of their W-2 and/or 1095 form, must do so prior to December 31. If you are interested in this option please sign and check the appropriate box below and return this form to your payroll clerk.

You can also log into our Employee Self Service Portal at <https://portal.town.canton.ma.us/MSS> and change your W-2 and/or 1095 delivery preference under the Personal Information section.

Also for anyone that is not on Direct Deposit but would like the option, just complete the reverse side of this document, attach a voided check, sign and date the form and return it to your payroll clerk and we will implement your request.

When you sign up for Direct Deposit you can also choose to receive an e-mail with an attached remit of your paycheck. Please circle the **E-Mailed** box on the **Do you want your Direct Deposit** line.

Yes, I want my W2 sent to me electronically:

Yes, I want my 1095 sent to me electronically:

Name: _____

Employee #: _____

Email address: _____

Signature: _____

Date: _____

**DIRECT DEPOSITS
AUTHORIZATION AGREEMENT (ACH)**

I (We) hereby authorize the Town of Canton to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to my (our) accounts.

Indicated below and the depository named below, hereinafter called BANK DEPOSITORY, to credit and/or debit the same to such account.

I hereby authorize the Town of Canton to deposit my full check to the account named below.

This authority is to remain in full force and effect until the Town of Canton has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the Town of Canton and DEPOSITORY a reasonable opportunity to act on it.

PLEASE NOTE:

For Initial Direct Deposit accounts: You will receive up to two (2) live checks from payroll until the deposit becomes effective. For Changes in established Direct Deposit accounts: You will receive one (1) live check until the deposit becomes effective.

Please call for any questions: School Payroll 781-821-5060 x 1128 or Municipal Payroll: 781-821-5011

BANK DEPOSITORY INFORMATION

TODAYS DATE: _____

NAME OF BANK: _____

STREET: _____

CITY: _____

STATE: _____

TRANSIT / ABA NO: _____
(bottom numbers on left)

ACCOUNT NO: _____
(bottom numbers in middle)

SELECT ONE: Checking Account Savings Account

EMPLOYEE INFORMATION:

EMPLOYEE NAME (Print): _____

EMPLOYEE #: _____

E-MAIL ADDRESS: _____

DATE: _____

PLEASE STOP MY DIRECT DEPOSIT

SELECT ONE: Do you want your Direct Deposit: PRINTED E-MAILED

SIGNED

SIGNED (Both must sign if joint account)

Please attach a VOIDED check for the account you want a deposit to