

# TOWN OF HINGHAM

Accounting Department



## Direct Deposit Email Contact Information

Date \_\_\_\_\_

Employee Number (located on your check stub) \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee's Department \_\_\_\_\_

Email Address \_\_\_\_\_

(recommended to be your personal email address)

**Your direct deposit advices will be emailed to the address you provide. Please make sure it is written correctly.**

Print completed form and return to Payroll on the 3<sup>rd</sup> Floor of Hingham Town Hall.