



City of Westfield – Personnel Department

59 Court Street – Room 109

Westfield, MA 01085

Tel: (413) 572-6207

Fax: (413) 562-3466

ELECTRONIC DIRECT DEPOSIT ADVICE DELIVERY

Direct Deposit advices are available to be delivered via email. For security purposes, it is recommended that advices are delivered to City email addresses. If you do not have a City issued email address, or have any questions, contact your Department Head or the Personnel Department.

Last Name: _____ First Name: _____

Employee Number: _____ Department: _____

Please choose either Personal OR City email

Personal Email Address:

City Email Address:

PERSONAL EMAIL DELIVERY WAIVER:

_____ My initials here indicate that I would like my Direct Deposit Advice to be delivered electronically to a Personal (non-city) email address.

Date: _____

Signature: _____

***** RETURN THIS FORM TO CITY PERSONNEL DEPT*****

Receipt: (required for personal email delivery)

My signature indicates that I have received this form in person from the above named individual.

Date: _____

Signature: _____

Printed Name: _____