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To: Resident and Day Camp Employees

From: Alice Guariglio and Carol Thibert, Bookkeeping Department

Date: June 2009

Subject: Payroll Direct Deposit Enrollment

All employees must enroll in the Cape Cod Sea Camps Direct Deposit System this summer. A Form W-4 and a Direct Deposit Enrollment Form is attached. Please complete these forms and bring them with you when you come to camp for orientation.

Bank of America will once again be on-site Friday, June 26 to open checking accounts for our employees. Although Bank of America is offering their services for new checking accounts, you may use any US Bank for your Direct Deposit Payroll.

If you have any questions, please give us a call.

Think Camp !

Alice



CAPE COD SEA CAMPS

DIRECT DEPOSIT ENROLLMENT FORM

RESIDENT CAMP _____ DAY CAMP _____ OFFICE _____ SUPPORT STAFF _____

Employee Name _____ Date _____

Bank Name: _____

Routing Number: _ _ _ _ _

Account Number _____ Checking _____ Savings _____

Deposit Amount: (Total Amount or \$, %) _____

Your payroll may be split between two (2) accounts. If you choose this option, the difference between your first deposit amount above and your net pay will be deposited below. To insure accuracy, you must attach a voided check(s) (or a bank issued direct deposit form for a saving account) to this form.

Deposit all the remainder of my pay to:

Bank Name: _____

Routing Number: _ _ _ _ _

Account Number _____ Checking _____ Savings _____

Employee Authorization _____