

To: Conneaut Area City School Employees

From: Treasurer's office

Date:

Re: Direct Deposit Notices

We now have the capability to e-mail your direct deposit notice instead of sending you a paper copy. With this option, you would receive your direct deposit statement in the e-mail of your choice. You can even have the notice sent to two e-mail addresses. This will allow you to save your direct deposit notices to your computer and/or print them out. The e-mails are sent via a secure method and you would receive your statement by Thursday of each pay period instead of Friday.

If you would like to take the option of receiving your direct deposit statement by e-mail, please sign below and add your e-mail(s).



Conneaut Area City Schools is hereby authorized to send my direct deposit pay stub via e-mail. I have listed the e-mail address(s) below.

I understand I will not receive a paper copy.

I will notify the treasurer's office in writing of any changes in my e-mail address.

Printed Name

Date

Signature

Email 1

Email 2