



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Please see BOTH SIDES of this form.

DIRECT DEPOSIT FORM

AUTHORIZATION AGREEMENT DIRECT PAYMENTS (ACH CREDITS)

I hereby authorize CAMP HAZEN YMCA, hereinafter called the COMPANY, to credit entries to my account indicated below and the Financial Institutions named below, hereinafter called FINANCIAL INSTITUTION, to credit same to such account. I acknowledge the origination of ACH transactions to my account must comply with the provisions of the U.S. Law.

Complete Sections #1 OR #2

SECTION #1 – New Bank Information

Financial Institution		Branch	
Address		City	State Zip
Routing/Transit #	Account #	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>

SECTION #2 – Current Bank Information

My bank information has not changed from last year. Please use the information in your records from last year

This authority is to remain in full force and effect until the COMPANY has received written notification from me of its termination in such time and manner as to afford the COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it. **PLEASE SEE BOTH SIDES OF THIS FORM.**

Print Full Name Social Security

Signature Date



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Camp Hazen YMCA is required by the IRS to furnish all Employees with a Form W-2 for each calendar year. The Form W-2 details the Employee's compensation and tax withholding amounts for the year. Employees may choose to receive their Form W-2 electronically in lieu of the paper version. Please read all the following information and provide your consent to receive Form W-2 in electronic format by signing the statement below.

What are the benefits of receiving an electronic Form W-2?

- You are protecting your identity! This legal document contains your social security number (if applicable) and annual earnings, which may be compromised in the event it is lost in the mail or misplaced.
- You have access to Workforce, a secure website at any time for not only the current tax year but all prior tax years.
- You have access to your W-2 earlier than those receiving it via mail. By law, W-2's must be mailed no later than January 31st .

Disclosure Notice:

- IRS regulations require that employees must affirmatively consent to receiving their Form W-2 electronically.
- An employee who consents to receiving his/her Form W-2 online will not receive a paper copy. If an employee does not consent to electronic delivery, he/she will continue to receive a paper copy of Form W-2.
- An employee who elects to receive his/her Form W-2 online can also receive a paper copy of Form W-2 by contacting the Payroll Office at 860-526-9529 or office@camphazenyumca.org. Request for a paper copy does not withdraw the Employee's consent for electronic delivery of future Form W-2s.
- An employee's consent to receive Form W-2 by electronic format will remain in effect unless a written withdrawal is received. An employee can withdraw his/her consent and request a paper statement at any time. An employee can withdraw his/her consent to online delivery by emailing office@camphazenyumca.org. If consent is withdrawn, it will be effective only for those Form W-2s not yet issued.
- All employees should be aware that Form W-2, even when provided electronically, may need to be attached to their annual tax returns, including federal, state and local tax returns.
- Employees will be notified via email when Form W-2s are available via Workforce. The electronic version will be available online through December 31st of each year.
- The hardware and software requirements needed to access the W-2 statement electronically include an internet connection, web browser, and Adobe Acrobat reader or similar PDF reader software.
- It is the employee's responsibility to notify Camp Hazen YMCA of any changes to their personal information by emailing office@camphazenyumca.org

I understand that by signing below, I consent to receive Form W-2 in electronic format in lieu of receiving a paper copy. I also understand that I may withdraw my consent at any time as outlined above.

Employee Signature

Employee Name (please print)

Date

204 WEST MAIN ST • CHESTER, CT 06412
phone (860) 526-9529 • fax (860) 526-9520
office@camphazenyumca.org • www.camphazenyumca.org