



FREDERICK M. KALISZ, JR.
Mayor

City of New Bedford
AUDITOR'S OFFICE

TO: ALL PAYROLL CLERKS
FROM: LYNN GASPAR, SENIOR ACCOUNT CLERK
DATE: OCTOBER 18, 2004
SUBJECT: SOVEREIGN AND COMPASS BANK MERGE

Effective today anyone with direct deposit going into Compass Bank will be stopped automatically. This is to inform all payroll clerks to let their employees aware that this is going to happen and that they will be receiving a paper check and if an employee wishes to start direct deposit into another bank you need to send the correct paperwork to the Auditors office for processing.

Please make sure that any employee requesting direct deposit into a checking account they need to have a voided check attached and if its going into a savings account I will need a copy of their savings account card that shows their account number on it.

If you have any questions please feel free to contact me at extension 1530.

Thank you for your attention in this matter.