December 30, 2019

TO: Benefit Recipients

FROM: Kathy Bourque, Director

RE: Monthly Direct Deposit Notification

Enclosed is your January 2020 direct deposit notification indicating the amount of your retirement benefit and deductions for the month.

As you are aware, the retirement benefits are electronically deposited into your checking or savings account on the first banking day of each month. For example, your January 2020 benefit will be deposited on Thursday, January 2, 2020 as Wednesday, January 1, 2020 is a holiday, New Year’s Day.

Direct deposit payment notifications will no longer be mailed to you each month. Notifications will only be sent when one of the following occurs:

* A change in your net pay related to insurance, federal tax withholdings or increases from cost-of-living adjustments.
* Every January

2020 Direct Deposit Dates:

|  |  |
| --- | --- |
| January | Thursday, January 2, 2020 |
| February | Monday, February 3, 2020 |
| March | Monday, March 2, 2020 |
| April | Wednesday, April 1, 2020 |
| May | Friday, May 1, 2020 |
| June | Monday, June 1, 2020 |
| July | Wednesday, July 1, 2020 |
| August | Monday, August 3, 2020 |
| September | Tuesday, September 1, 2020 |
| October | Thursday, October 1, 2020 |
| November | Monday, November 2, 2020 |
| December | Tuesday, December 1, 2020 |

Enclosed is a W-4P form to complete and return to this office if you wish to change your Federal Income Tax withholding.

Please remember to notify this office in writing when you have a change in your mailing address.