



# The Francis Foundation

Services in Mental Health, Education, and Developmental Disabilities

**“Unconditionally Committed to the Welfare of Children”**

**Business Office**  
382 Hercules Drive, Suite 6  
Colchester, VT 05446  
(802) 655.5718 (phone)  
(802) 655.9758 (fax)

**Program Office**  
16 Church Street  
Middlesex, VT 05602  
(802) 229.6369 (phone)  
(802) 229.9467 (fax)

To: Francis Foundation Employees  
Francis Home Providers Services Respite Providers  
From: Melani Barch, Bookkeeper

The Francis Foundation has a choice of payment options for its employees and respite providers.

Direct Deposit: Payments would be deposited on Friday of the pay week and a copy of the payment will be mailed to you for your records.

If you are interested in participating, please complete the enclosed authorization form and return to Becky at the Residential Program Office or to me at the Business Office address listed above. For those requesting deposits into their checking account, *please be sure to attach a voided check to your form.*

Payment by Mail: Payments would be mailed on Thursday of the pay week. It is the employee's/respite provider's responsibility to provide a current address. Address changes are to be reported to the Business Office promptly and are the responsibility of the employee/respite provider.

No payroll/reimbursement checks or respite checks will be sent to the Residential Office for pick up.

**Please mark your choice in the appropriate box below:**

\_\_\_\_\_ I would like to receive pay from the Francis Foundation/Francis Home Providers Services *via direct deposit* using the information provided.

\_\_\_\_\_ I would like to receive pay from the Francis Foundation/Francis Home Providers Services *via mail.*

\_\_\_\_\_  
Name (Please print)