Murphy & Associates, Inc. Direct Deposit

As of the 1998 payroll year we are pleased to be able to offer a new payday convenience – Direct Deposit. Now you can have your paycheck automatically deposited in your checking or saving account on payday. *And you don't have to change your present banking relationship to take advantage of this service.*

How *Direct Deposit* works:
On or before Thursday of the Payroll Week, you will receive an enhanced pay stub showing gross salary, taxes, other deductions and net pay. Your money will be deposited to your account as of Thursday of the Payroll Week. This deposit will also appear on your bank statement.

Because we will be making an electronic transfer of funds, it will be required that all Billable hours be reported by noon on Tuesday of the payroll week regardless of Direct Deposit participation. If you have not reported any hours by noon on Tuesday, it will be assumed you had no billable hours for the previous week. Adjustments will be made in the following pay cycle if required.

Direct Deposit will help you in many ways:

- It saves trips to your financial institution.
- It saves time in depositing checks – no long payday lines to wait in.
- It eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited in a timely manner and reduces the possibility of overdrafts.
- It means you get your money deposited to your account even if you're on vacation or away from the office on business or illness.

We believe you will like the added convenience of having your net pay automatically deposited for you. *Direct Deposit is safe, convenient, easy, and endorsed by Murphy & Associates, Inc.* However, this is an option and there is no obligation to participate in the Direct Deposit. If you choose not to participate in Direct Deposit, you will continue to receive your paychecks in the traditional manner. You can switch to Direct Deposit at any time.

To take advantage of this service, complete the attached authorization form and return it to a member of the Murphy & Associates administrative staff with a voided check for verification of all financial institution information. If you are unable to attach the voided check, please fill in your Transit Routing Number and Account Number.

EMPLOYEE'S AUTHORIZATION – Please complete and return to a M&A Administrative Staff member.

I authorize Murphy & Associates, Inc. and the financial institution listed below to initiate electronic credit entries each payday, and if necessary, debit entries and adjustments for any credit entries in error to my:

☐ Checking Account ☐ Savings Account

This authority will remain in effect until I have canceled it in writing.

FINANCIAL INSTITUTION _____ NAME (PLEASE PRINT) _____

BRANCH _____ SIGNATURE _____

CITY _____ STATE _____ ZIP _____ DATE _____

(Either provide these numbers or attach a voided check)

TRANSIT ROUTING NUMBER | | | | | | | | | |
ABA

ACCOUNT NUMBER INFORMATION | | | | | | | | | | | | | | | | |

- **← STAPLE VOIDED CHECK TO THIS FORM HERE**