

Announcement of Direct Deposit for Payment

What is ACH Direct Deposit?

Direct Deposit is a direct payment to our vendor's bank account, eliminating the processing of paper checks and mailing those checks. The payment for your services will be in your bank account the day of the payment. You will no longer have to wait for the check to come in the mail.

How will the direct deposit work?

Magna will process services for payment when due in accordance to the cut-off dates on the schedule provided. Due to the extra work involved in providing direct deposit, any jobs submitted complete after 3pm on the last day of cut-off will be considered as received the next business day. As another consequence of direct deposit, you will no longer receive your resource payroll report, but you will have the capability to get this report through Magna Online Office. Any questions regarding retrieving your report should be directed to Erika Becker. She can assist you with a Web account name and password.

What will you need to do to get started receiving direct deposit?

Complete the following form and W-9 and return to Magna Legal Services. These forms must be signed and have a voided check or deposit slip attached.

When will this start?

Once Magna receives your application, we will input that information into our system. The next time we process a check payment to you, a notification will be sent to your bank to confirm your banking information. Until we receive confirmation from your bank, a paper check will be issued and mailed.

Where to send the completed materials?

Your application can be emailed to Magna at ReporterPay@MagnaLS.com or

Mail to: Magna Legal Services, LLC
Seven Penn Center, 8th Floor
Philadelphia, PA 19103
Attn: Maria Capetola or Kay Aglidjan



Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize Magna Legal Services, LLC to initiate automatic deposits to my account at the financial institution named below. I also authorize Magna Legal Services, LLC to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Magna Legal Services, LLC responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Magna Legal Services, LLC receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

Account Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____ Checking Savings

Signature

Authorized Signature (Primary): _____ Date: _____

Authorized Signature (Joint): _____ Date: _____

Please attach a voided check or deposit slip and return this form to the Payroll Department.