

MEMO

To: All City Employees
From: Amy Svebakken, Payroll
Subject: Direct Deposit Enrollment – New Hires
Date: August 22, 2013

All new full-time and part-time City employees are required to participate in direct deposit. This requirement extends to new hires in any organization for which the City processes payroll (i.e. Park, Tourism, and Transit). If you do not have an active checking or savings account, you must open one within 1 week of your hire date. Attached to this memo is a list of several area banks that have “free” checking available with no minimum balance required (although there is a minimum deposit to open the account).

This memo outlines the policies and procedures involving direct deposit and the enrollment process. Call me at 762-0300 with any questions you may have or come by my office.

Direct Deposit Policies

1. Participating employees will still receive check stubs that show pay and leave data.
2. Participating employees will have 100% of their net pay automatically deposited, including monthly incentive checks and annual sick checks.
3. Participating employees may have their net pay deposited into any bank that allows direct deposits.
4. Net pay can be automatically deposited into 2 separate accounts per employee (such as a checking account and a savings account).
5. Funds will be available in the employee's bank account(s) as of 8:00 am on the check date/issue date, which will be a Friday except in case of holidays.
6. Once an employee is enrolled in direct deposit, he may not cancel direct deposit but he is allowed to change accounts and/or banks. (See “Enrollment Procedures” for specific rules.)

Direct Deposit Enrollment Procedures

1. An Enrollment Form must be completed.
2. A voided check (for checking accounts) or a voided deposit slip (for saving accounts) must be attached to the Enrollment Form.
3. Changes in accounts and banks are allowed. Following are the requirements:
 - Employees should make the Payroll Department aware of any changes as soon as possible. A delay in notification could result in a delay in payment.
 - All changes require the completion of a new Enrollment Form and the submission of a new voided check (for checking) or a voided deposit slip (for savings).
 - These documents must be submitted to the Payroll Department by the Monday before the end of the pay period in which the change will be effective.
 - The first payroll after the change will be a “transitional” payroll and an actual check will print for the employee. The automatic deposit of the paycheck into the new account will not take effect until the second payroll after the change.

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

COMPANY NAME: CITY OF MURRAY

I hereby authorize the City of Murray, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my ___ Checking ___ Savings account (check one or both) indicated below and the depository(ies) named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account. **A voided check (for the named checking accounts) and/or a voided deposit slip (for the named savings accounts) must be attached.**

SECTION I

1. DEPOSITORY NAME (Bank Name) _____

TRANSIT/ABA NO. _____

ACCOUNT NO. _____

___ CHECKING OR ___ SAVINGS

AMOUNT OF NET PAY TO BE DEPOSITED: (check one)

Total amount (if bank #2 is NOT used) _____

or

Remaining amount (if bank #2 IS used) _____

If only one account will be used, skip #2 below and move on to Section II.

2. DEPOSITORY NAME (Bank Name) _____

TRANSIT/ABA NO. _____

ACCOUNT NO. _____

___ CHECKING OR ___ SAVINGS

AMOUNT OF NET PAY TO BE DEPOSITED (Must be whole dollar amount) _____

SECTION II

This authority is to remain in full force and effect until COMPANY has received written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME _____

SOCIAL SECURITY NUMBER _____

DATE _____ SIGNATURE _____

Area Banks with “Free” Checking

- No minimum daily balance is required; however some banks “deactivate” if a zero balance is held for a 30 day period. Ask the bank about this.
- Directly deposited payroll funds may be withdrawn on the date they are posted.
- No maintenance fees are charged unless the account is overdrawn or special services are requested.

BB&T

767-2265

\$50 deposit required to open the account

Heritage Bank

753-7921

\$100 deposit required to open the account

Regions Bank

753-1893

\$100 deposit required to open the account

US Bank

759-9443

\$100 deposit required to open the account