

**Tired of writing checks?
MASCO makes it easy for you, by providing you with a Direct Debit Program.**

No more checks, stamps or getting your checks in the mail on time. Our Accounting Office can electronically withdraw funds on your behalf, directly from your checking account. Debits are typically taken out around the 19th day of the month.

Simply fill out the enclosed authorization form and fax to (617) 582-6852. You are enrolled right away and debits will start the 19th of the month.

If you should have any questions, please contact Sam Chhoeun at (617) 632-2752 or schhoeun@masco.harvard.edu.

We hope you will be joining our Direct Debit Program this month and look forward to hearing from you.

**MASCO Services, Inc.
Authorization Agreement for Direct Debit**

I (we) authorize the Medical Academic and Scientific Community Organization (hereafter "MSI") to initiate debit entries to my (our) checking account at the depository indicated below. Such debits will be limited to monthly answering service, voicemail and pager fees calculated according to the terms of my (our) contract with MSI. This authorization is limited to a maximum monthly debit of **\$ (Monthly Invoice Amount)**.

Company Name: _____

Address: _____

Customer ID (if known): _____

Begin Debit

Change Information

Cancel

Attach a voided check or complete information below:

Bank Name: _____

City: _____ State: _____

Bank Routing Number: _____

Bank Account Number: _____

This authorization is to remain in full force and effect until MASCO Services, Inc. and my (our) bank have received written notice from me of its termination in such a manner as to afford MASCO Services, Inc. and the bank a reasonable opportunity to act on it.

Authorized Signature: _____

Print Name: _____

Phone Number: _____ Date: _____