

## **DIRECT DEPOSIT AUTHORIZATION**

*Payroll checks must be deposited into ONE ACCOUNT only.*

**NAME:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**BANK NAME:** \_\_\_\_\_

**A VOIDED CHECK, COPY OF A CANCELED CHECK OR OTHER BANK DOCUMENT WITH YOUR ROUTING AND ACCOUNT NUMBERS MUST BE ATTACHED TO THIS REQUEST.**

SAVINGS ACCOUNT

CHECKING ACCOUNT

**(CIRCLE ONE OF THE ABOVE)**

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**SIGNATURE**

**DATE**

*PLEASE NOTE THAT IT MAY TAKE ONE FULL PAYROLL PERIOD FOR YOUR DIRECT DEPOSIT TO BE IN EFFECT. YOU WILL RECEIVE HARD COPY CHECKS UNTIL THE DIRECT DEPOSIT PROCESS HAS BEEN COMPLETED*

*\*\*\* To make changes to your account please mail or fax a written request to ARIS Solutions. For your protection, we are unable to accept changes by phone.*

*\*We are unable to deposit funds into Debit accounts such as HR Block Emerald Card*

**ATTACH A VOIDED OR CANCELED CHECK  
WITH YOUR NAME, ACCOUNT AND ROUTING NUMBERS HERE.  
Your own name must appear printed on the check in order for us to  
deposit to your account.**

**Mail to:  
ARIS Solutions  
PO Box 4409  
White River Junction, VT 05001**