



**ARIS Solutions -- Agency of Human Services**  
**Self and Surrogate-Managed Programs**

**Direct Deposit Authorization Form**

Please complete the **yellow** highlighted sections below to sign up for Direct Deposit of your paycheck and submit either a voided/cancelled check or a signed letter from the bank that includes your account information.

At this time, we **cannot**:

- Deposit funds into more than one account
- Deposit funds into any debit accounts (i.e., H&R Block Emerald Card)
- Deposit funds into an account that is not yours (the employee's)
- Accept deposit tickets/slips or account statements
- Accept request to cancel or change accounts over the phone. All change requests/cancellations must be made in writing, for your protection.

It will take at least one full pay period for your Direct Deposit Authorization to go into effect. You will be paid with a paper check until the process is completed.

**Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Bank Name:** \_\_\_\_\_

**Account Type (choose one):**  Checking  Savings

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**You must attach a voided/cancelled check OR include a signed letter from your bank that includes your name, account and routing number.**