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**ACH – DIRECT DEPOSIT INFORMATION**

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**Please provide the following information:**

**Full Name of the Employee** : \_\_\_\_\_

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

**Bank Address** : \_\_\_\_\_

**Bank Phone** : \_\_\_\_\_

**Bank Contact Email** : \_\_\_\_\_

**Account Holder Name** : \_\_\_\_\_

**Routing Number** : \_\_\_\_\_

**Account Number** : \_\_\_\_\_

**Kindly submit a voided check from the account listed above.**

**Instructions:**

1. All items must be completed to accommodate direct deposit. If any information is missing or unclear, a paper check will be issued

**Agreement:**

I hereby authorize Araxis Systems Inc to remit my salary/payments via direct deposit. I understand that Araxis Systems Inc is not responsible for errors in deposit made by the bank or remitting agent. that Araxis Systems Inc is not responsible for crediting errors if I provided hand-written account information instead of a voided check or voided deposit slip. I understand that that Araxis Systems Inc shall deduct the actual wire fee from my payments (for each transaction) during the above direct deposit procedure.

**Account holder's Signature** : \_\_\_\_\_

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

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