

ARIS Change Request Form - Consolidated Treasury Account Structure (CTAS)

Agency ID Number: _____

Effective Date: _____

Agency Name: _____

- NEW USER, DELETE USER, UPDATE USER - ADD FUNCTIONS, UPDATE USER - DELETE FUNCTIONS

Section 1. Add/Delete/Update User:

1. Name: _____ Email _____

2. Fax Number: _____ Telephone: _____

- ARIS Permission Level: User, Agency Admin, Agency Audit

If adding or updating a user, please check which functions this user should have access:

- CTAS - FLEX, CTAS - GBA, CTAS - GTA, CTAS - State Tax Payment, CTAS - Emergency State Draw, CTAS - Funding Reallocation Deposit, CTAS - Funding Reallocation Draw, CTAS - Revenue Collections, 30-60-90 Expenditure Projections, CTAS - Return of Surplus

Indicate which Budget Units this user should have access to: [] Z

Section 2. Add Bank Account:

If there are additional accounts you would like to add to the system, please list them below. Please note that all bank accounts must have been previously approved by the State Depository Board.

Bank Name: _____ Account #: _____

ABA (routing) #: _____ Account Description: _____

Contact Person (if any): _____ Approved by the State Depository Board [] Yes [] No

Section 3. Delete Bank Account:

If there are accounts you would like to remove from the system, please list them below.

Bank Name: _____ Account #: _____

ABA (routing) #: _____ Account Description: _____

Section 4. (Required) AUTHORIZATION - The above changes are authorized by:

Signature _____ Title _____ Date _____

Telephone: _____ Email _____