

Vehicle Maintenance Program

The Board of Directors of ARIS Solutions, Inc. (ARIS) establishes the following policy for assisting eligible staff with vehicle maintenance for their personal vehicle. ARIS will up front the cost up to

$1000.00 for vehicle maintenance for an eligible employee. This will include new tires, vehicle repairs

or service. This does not include financing or purchasing of a new or used vehicle.

You must have the current advanced pay in full before you can take another advance. To take advantage of this vehicle maintenance program, an eligible employee must agree that the cost of the vehicle maintenance shall be deducted in equal amounts over 6 or less consecutive pay periods beginning with the first pay period following the purchase.

Who is Eligible to Participate

All full time benefits eligible employees who have successfully completed 6 months or more of consecutive employment with ARIS and for whom continued employment is anticipated.

All regular part-time staff (20 hours per week and above) who have successfully completed one year of employment, and for whom continued employment is anticipated.

This program is for the purchase of new tires, vehicle repairs or service.

Dedicated to your Peace of Mind

Tel: 802.280.1911 • Fax: 802.295.6637 • PO Box 4409 • White River Jct., VT 05001

[www.ARISsolutions.org](http://www.ARISsolutions.org/)

Revised: 06/01/2021 AEA



**Vehicle Maintenance Program**

**Tire Purchase Request and Wage Withholding Authorization Form Date:**

**Employee Name (Print):**

**I am requesting that ARIS pay (name of vendor) in the following amount $ for the purchase of new tires, vehicle repairs or service for my personal vehicle. (ARIS must receive an upfront written estimate of the cost from the employee. Following the transaction, employee must provide ARIS with a receipt of payment as proof of purchase.)**

**I understand that this amount must be paid back to ARIS via wage withholding over pay periods (must be six or less).**

**The amount of the wage withholding from each paycheck will be determined by the amount of the purchase price divided by the number of pay periods.**

**If not included in the original estimate, I understand that I will personally have to pay any service fees to the vendor on the day the new tires are installed, repair or service is made.**

**In the event my employment ends prior to the full repayment of this new**

**tire, vehicle repair service. I understand that the remaining balance will be deducted from my final paycheck.**

**Employee Signature Date**

**Human Resources Approval Date**

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