

Company Code: _____

Company Name: _____

Effective Date: _____

Check Signing Only

Sign, Stuff & Seal

In order for us to successfully scan a signature for check signing, please follow the guidelines below:

1. For 1 signature sign in Single Signature Box # 1 and again in Box #2
2. For a Double Signature, put both signatures in Double Signature Box #1 and in Double Signature Box #2.
3. For best results, sign using a fine, BLACK felt tip marker.
4. Keep the signature COMPLETELY WITHIN the outside lines of the box. DO NOT allow signature to touch outside lines, they will be removed from final image.
5. MAIL ORIGINAL DOCUMENT TO PAYROLL PROCESSORS

SINGLE SIGNATURE—BOX #1

Print name of signature

SINGLE SIGNATURE – BOX #2

Bank account # to be used with signature

DOUBLE SIGNATURE—BOX #1

Print name of signature

DOUBLE SIGNATURE BOX—#2

Print name of Signature

Bank account # to be used with these 2 signatures

LOGO SIZING BOXES

To scan a logo, past the logo image inside the box below. Make sure the logo is COMPLETELY WITHIN the box. Logo type 1 is for a logo only. Logo type 2 is for a logo that includes the Company name and address.

Logo Type #1

1 1/4 x 1 1/4 No Address

Logo Type #2

1 1/4 x 3 1/4 Includes company name and address