



## CHECK SIGNING/LOGO FORM

Company Code	
Company Name	
Effective Date	
Requested By (Print Name)	

### Directions

- Open the form on your computer and fill the information above
  - If you are using a company logo, use the link below to email it to us
  - Print the form and sign within the designated boxes below
  - If two signatures are required on the check, use the double signature box (This means you have to sign both signatures in the same box)
  - When complete, scan in and email form to [support@payrollprocessors.com](mailto:support@payrollprocessors.com)
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### Provide Your Company Logo *(If Applicable)*

Click [HERE](#) to email it to us!

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### Single Signature *(Only one person is signing the check)*

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- Use a dark black pen to sign.
- Do NOT cross the indicated signature field lines.

### Double Signature *(Two people are required to sign the check. BOTH need to sign within this one box)*

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EMAIL COMPLETED FORM TO: [support@payrollprocessors.com](mailto:support@payrollprocessors.com)