

Company # _____

Effective Date _____

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

1. Sign the form twice. Once in box #1, and then in box #2.
2. For best results, sign using a fine, felt tip marker.
3. Keep the signature COMPLETELY WITHIN the outside lines of the box. DO NOT allow the signature to touch the outside lines since they will be removed from the final image.

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SINGLE SIGNATURE - BOX #1

SINGLE SIGNATURE - BOX #2

Print Name of Signature

Print Name of Company

Bank Name for this Account

Bank Account # using this Signature

DOUBLE SIGNATURE - BOX #1

DOUBLE SIGNATURE - BOX #2

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LOGO SIZING BOXES

To scan a logo, paste the logo image inside the box below. Make sure the logo is completely within the box. Logo type 2 should include the company name and address. Logo type 1 should not.

LOGO TYPE 1

1 1/4" BY 1 1/4"
(without name/address)

LOGO TYPE 2

1 1/4" HIGH BY 3 1/4" WIDE
(includes company name and address)