

Payroll Etcetera

Check Signature Form

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

- ✓ Sign the form twice. Once in Box 1 and then in Box 2
- ✓ For best results sign using a fine, felt tip marker
- ✓ 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.

SINGLE SIGNATURE BOX 1

A rectangular box for a single signature.

Print Name of Signature

Bank Name for this Account

SINGLE SIGNATURE BOX 2

A rectangular box for a single signature.

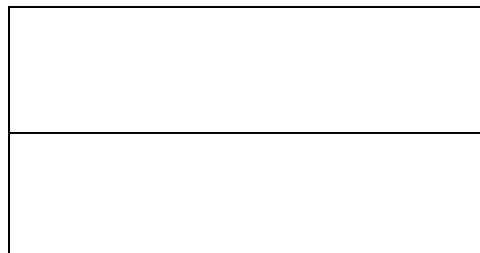
Print Name of Signature

Bank Acct # for this Signature

DOUBLE SIGNATURE BOX 1

A rectangular box divided horizontally into two sections for a double signature.

DOUBLE SIGNATURE BOX 2

A rectangular box divided horizontally into two sections for a double signature.