

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.

0

SINGLE SIGNATURE - BOX #1

SINGLE SIGNATURE - BOX #2

X

X

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

0

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

LOGO TYPE 2