

Phase III – Signature Scan Form

Company Name		Company Code	
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PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW IN ORDER TO PROPERLY PROCESS YOUR SIGNATURE TEMPLATE FOR AUTOMATIC CHECK SIGNING.

- 1) Your signature must be FULLY CONTAINED WITHIN THE BOX. Anything outside the box will not be included in the scan image.
- 2) You must use a BLACK BALLPOINT INK PEN in order for the scan to be properly imaged.
- 3) You must provide the **ORIGINALLY SIGNED FORM**. Faxed, scanned or photocopied forms will not provide the necessary quality to properly complete the template.
- 4) The first signature template created for your company is free. Future changes to the signature template will be charged a \$50.00 fee

Signature 1	Signature 2 (If Required)

Signature will be used for (Check all that apply):

LIVE CHECKS

MANUAL CHECKS

VENDOR CHECKS

Print Full Name

Title

Authorized Signature

Dated