

Set Up Form - 'Checks For Less'

Complete this set up form to begin ordering personal checks
business checks, deposit tickets, statement savings books and pre-inked stamps

This form applies to: Main Office Branch Office

General Information

CONTACT INFORMATION

Routing / Transit # _____

Contact person: _____

Phone # _____ Fax # _____

e-mail: _____

Institution's name: _____

Address : _____

City: _____ St: _____ Zip: _____

Use this set up form for:

Personal check products - complete page 1, 2 & 4

Personal checks
Personal deposit tickets
Counter checks
Counter deposit tickets

Business check products - complete page 1, 3 & 4

3-on-a-page business checks
Computer Laser checks
Business deposit tickets

Pre-inked stamps - complete page 1, 3 & 4

Statement savings books - complete page 1, 2 & 4

If you have any questions on completing this set up form, or if you would like us to print something that is not covered on the set up form, please give us a call.

'Checks For Less'

A Division of Bank-A-Count Corp
PO Box 167 1666 Main St
Rudolph, WI 54475-0167
800-675-4151 Fax 715-435-2026
bank-a-count.com

Billing Information /Sales Tax

BILLING INFORMATION

Please indicate the address orders should be invoiced to.

Attn: _____

Financial Institution's name: _____

Address: _____

City: _____ State: _____ Zip: _____

- Check here, if you wish to have orders invoiced to each individual branch office. Please indicate the main office's address above, and attach a separate sheet with the other office addresses.

INVOICING METHOD

'Checks For Less' has a number of invoicing methods for you to choose from. Please select from the options below, or give us a call to discuss other possibilities.

- Manual invoice / paper debit slips** - For easier processing, debit slips will be provided. Each debit slip will be pre-encoded with the amount you wish to debit your customer's account. Debit slips are also available without the amount pre-encoded if you prefer.
A voided check or MICR spec form must be provided for MICR positioning to print debit slips.

- ACH via the fed-line** - This billing method will electronically debit your customer's accounts for their charges, credit a corresponding account at your financial institution, and at the same time pay your invoice.

You must complete the following information for ACH billing.

What account number should be credit with the amounts debited from your customer's accounts? _____

What account number should be debited to pay our invoice from 'Checks For Less'? _____

SALES TAX

To ease your processing, 'Checks For Less' can collect and remit any applicable sales tax for you. How would you like 'Checks For Less' to handle your sales tax?

- 'Checks For Less' should collect and remit sales tax
 Our financial institution will collect and remit sales tax.