

Easy Set Up Form

Follow and complete this step-by-step form to begin ordering personal checks, business checks, deposit tickets, statement savings books, and pre-inked stamps.

1

Main Branch Information

Routing Transit # _____

Institution Name _____

Main Branch contact _____

Address _____

Phone # _____ Fax # _____

City _____ ST _____ Zip _____

Email _____

Data Processor _____

Please indicate number of branches _____

Please attach list of branch addresses and contacts

Please fill out branch location information form (next page)

Please indicate where returned mail should be sent

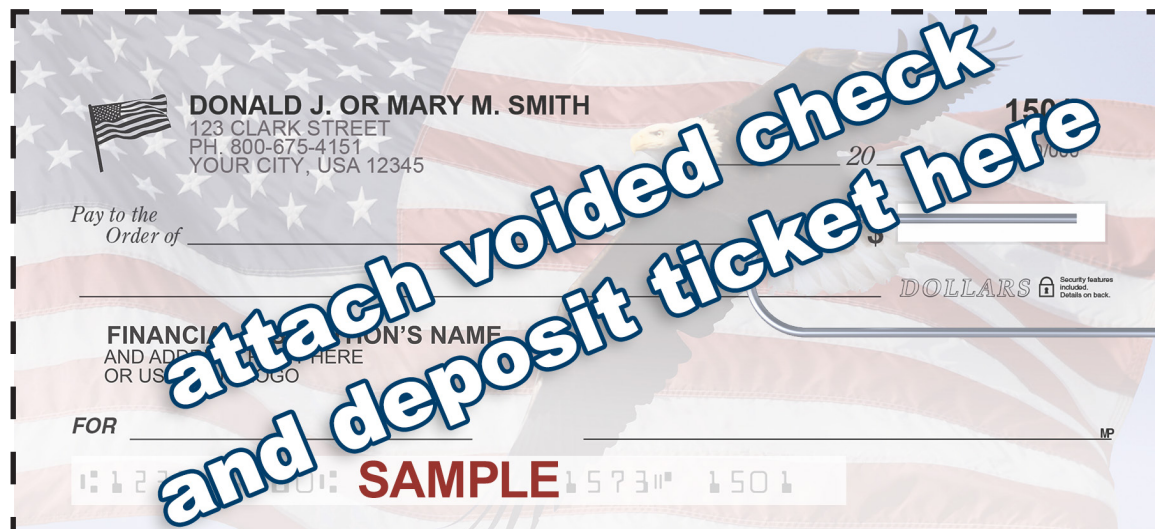
	Main Office	Each Branch
1. <input type="checkbox"/> Yes		
2. <input type="checkbox"/> No		
3. <input type="checkbox"/> Other		

2

PLEASE ATTACH HERE:

Copy of current check & deposit ticket (If n/a, send spec sheet) and email copy of logo to:
cfl@bank-a-count.com.

Logo should be a high resolution, black & white, digital image.



REQUIRED

Please indicate maximum number of digits (including check digit) in your account numbers that will print on your checks:

If account number is less than the maximum number of digits, should leading zeros be printed? Y N

Billing Information

- ☐ 1) Invoice to main branch
If multiple branches, only one invoice.
- ☐ 2) Invoice to main branch, separate invoice details by branch location
Invoice mailed to main branch. Invoice for each branch location.
- ☐ 3) Invoice to each individual branch office
Invoice for each branch. Invoice mailed directly to each branch location.

Please indicate the address orders should be invoiced to.

Attn: _____

Institution Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

Sales Tax

Bank-A-Count collects and remits any applicable sales tax for you, unless your institution is tax exempt.

Are your purchases tax exempt?
____ Y ____ N

If yes, a signed tax exemption certificate must be attached.

Are there states other than your home state that you are tax exempt in? ____ Y ____ N

Tax exempt forms are required for each state.

Invoicing Method

ACH via the fed-line: This billing method will electronically debit the account holder for their charges, credit your corresponding account, and at the same time, pay your invoice to Bank-A-Count Corp.

Routing Transit #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

What account number should be credited with the total amount debited from the account holders?

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

☐ Check here if this is a general ledger account

What account number should be debited to pay the invoice from Bank-A-Count?

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

☐ Check here if this is a general ledger account

Purchaser hereby authorizes "Checks For Less" from Bank-A-Count Corporation to debit the account holder's account through Automated Clearing House ("ACH") for the price of the ordered products and services. In the event any transaction cannot be completed (i.e. the account has been closed, has insufficient funds, etc.), purchaser is ultimately responsible for payment to Bank-A-Count Corporation for the ordered products and/or services plus any applicable return fees.

Signature: _____

***Required for ACH transactions**

Date: _____

Please note that a \$20.00 fee applies to all returned ACH charges.

There is never a charge to make any changes to your account set up!

Personal Check Shipping

☐ Check here for all personal check orders to be sent first class mail (additional fee applies).

Business Product Up-Charges

Please indicate any up-charge to apply to your business check products.

Amount of up-charge

3-on-a-page* business checks	Computer* laser checks	Carbon-less deposit books	Pre-inked stamps	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do not offer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do not add an up-charge to our orders
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	Add a flat dollar charge per order
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	Add a flat dollar charge per unit
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	Add a percentage of the order

* 3-on-a-page and laser check bundles will have the same up-charge as the checks

Employee Orders - employees are eligible for one free box of personal checks per calendar year

- ☐ Employees pay for additional boxes of checks at account holder rate
- ☐ Financial institution pays for additional boxes of checks
- ☐ Employees pay for additional boxes of checks at Bank-A-Count base rate

Promotional Materials

Please indicate which check design/color should appear on the sell sheet:

Number of Additional Supplies Needed - available at no charge

_____ Statement stuffers - w/pricing

_____ Statement stuffers - w/o pricing

Check Ordering Sets - for those placing check orders

5 to main location, 3 to each branch.

Includes sell sheet, personal check selector, business check selector, business bundle flyer, stamp flyer, and sample check.

Contact us if additional supplies are needed

Please indicate which order site you wish to utilize, if any:

☐ **Standard Reorder Site** - accepts reorders without changes

☐ **Enhanced Reorder Site** - accepts reorders with changes

☐ **Consumer Order Site** - accepts both initial orders and reorders

Your web address:

Would you like an email sent to you whenever an order is placed through your website? ____Y ____N

If yes, please provide an email address:

Would you like an email notification when an attempt to reorder fails security validations? ____Y ____N

If yes, please provide an email address:

Fill out this section if signing up for Consumer Order Site or Enhanced Reorder Site

By signing below, _____ (hereinafter "Client") is registering for Bank-A-Count Corporation's Consumer Order Site or Enhanced Reorder Site.

Bank-A-Count Corporation recommends that access to this site be placed behind client login firewall. Client understands that any initial check orders or check reorders with changes to starting number, printed address, or shipping address will need to be approved by the client.

Please indicate the email address that should be used for notification of pending orders awaiting approval (required): _____

Upon receipt of this signed document, Bank-A-Count Corporation will set up the order site for the client and will provide their custom URL.

Signature

Date

Standard Account Types

A

☐

Catalog Checks - Bill Account Holder

Quantity:

Check All That Apply

☐

Singles - 50

☐

Duplicates - 50

☐

Singles - 150

☐

Duplicates - 125

Amount of up-charge

Do not add an up-charge to our orders

Add a flat dollar charge per unit*

Add a percentage of the order*

Set final price to:

Singles -

Duplicates -

Personal Checks Core Pack

☐

\$

%

\$

\$

Personal Checks 50 Pack

☐

\$

%

* Flat dollar and percentage must be the same for both core and 50 packs

B

☐

Center Image- Bill Account Holder

Quantity:

Check All That Apply

☐

Singles - 50

☐

Duplicates - 50

☐

Singles - 150

☐

Duplicates - 125

Amount of up-charge

Do not add an up-charge to our orders

Add a flat dollar charge per unit*

Add a percentage of the order*

Set final price to:

Singles -

Duplicates -

Personal Checks Core Pack

☐

\$

%

\$

\$

Personal Checks 50 Pack

☐

\$

%

* Flat dollar and percentage must be the same for both core and 50 packs

C

☐

Courtesy Catalog - Bill Institution

D

☐

Courtesy Center Image - Bill Institution