

## 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.

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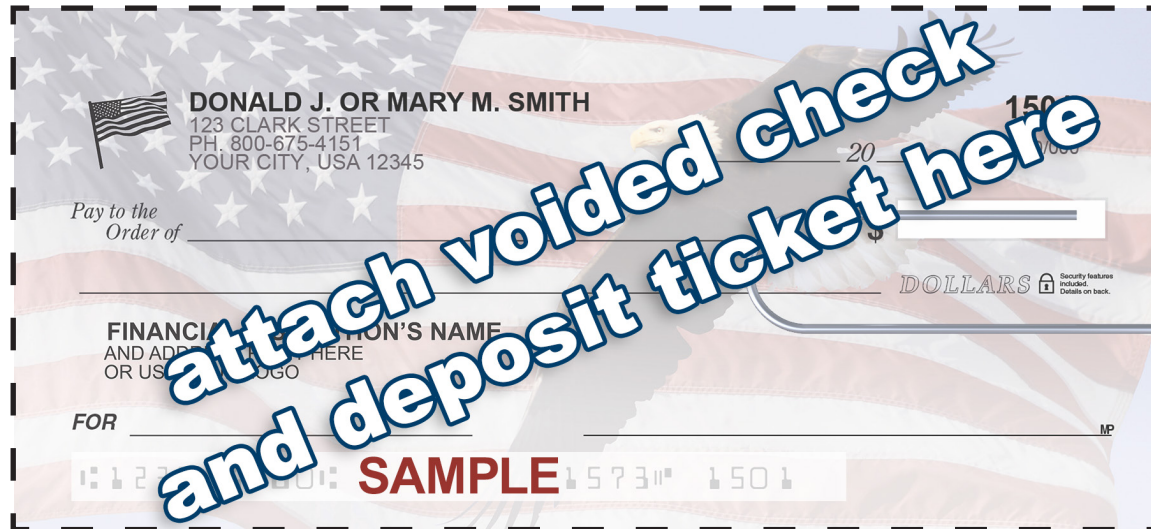
### Contact Information

Routing Transit # _____	Institution Name _____
Contact person _____	Address _____
Phone # _____ Fax # _____	City _____ ST _____ Zip _____
Email _____	Data Processor _____
Please indicate number of branches _____	<b>Please attach list of branch addresses</b>

Please indicate where returned mail should be sent  
 \_\_\_\_\_ Main Office    \_\_\_\_\_ Each Branch

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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](mailto:cfl@bank-a-count.com).



### \*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  
 2) Invoice to main branch, separate invoice details by branch location  
 3) Invoice to each individual branch office

If you selected 1 or 2, complete this section

Check box if billing address is same as contact address.

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 #

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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?

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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

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!

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## Up-Charges

### Personal Checks

Please indicate any up-charge to apply to your personal check and statement savings books.

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

Amount of up-charge	Personal Checks Core Pack	Personal Checks 50 Pack	Statement savings books
Do not add an up-charge to our orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add a flat dollar charge per order	\$ _____		\$ _____
Add a flat dollar charge per unit	\$ _____	\$ _____	\$ _____
Add a percentage of the order	_____ %	_____ %	_____ %
Set final price to:			
Singles -	\$ _____		
Duplicates -	\$ _____		

### Business Products

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 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

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## Customer Online Reordering

Complete this information if you wish to allow your customers to reorder online.

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:

\_\_\_\_\_

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## Enhanced Reorder Site

Fill out this section if signing up for the Enhanced Reorder Site

By signing below, \_\_\_\_\_ (hereinafter "Client") is registering for Bank-A-Count Corporation's Enhanced Check Reorder Site.

Bank-A-Count Corporation recommends that access to this reorder site be placed behind client login firewall. Client understands that any check orders 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 Enhanced Check Reorder Site for the client and will provide their custom URL.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Promotional Materials

Please indicate which check design 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**

# Account Set Up

<input type="checkbox"/>	<u>Catalog Checks - Bill</u>
<input type="checkbox"/>	<u>Center Image- Bill</u>
<input type="checkbox"/>	<u>Courtesy Catalog - Bill</u>
<input type="checkbox"/>	<u>Courtesy Center Image - Bill</u>
<input type="checkbox"/>	<u>Employee - Catalog Checks</u>
<input type="checkbox"/>	<u>Employee - Center Image</u>
<input type="checkbox"/>	
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Employee Orders - employees are eligible for one free box of personal checks per calendar year

<input type="checkbox"/>	Employees pay for additional boxes of checks at account holder rate
<input type="checkbox"/>	Financial institution pays for additional boxes of checks
<input type="checkbox"/>	Employees pay for additional boxes of checks at Bank-A-Count discounted rate

Questions? 1-800-675-4151 or [cfl@bank-a-count.com](mailto:cfl@bank-a-count.com)