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

Routing / Transit #		
Contact person:		
Phone #		
e-mail:		
Institution's name:		
Address :		
	St:	

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

Personal Check Information

Complete this page to get set up to order personal checks and statement savings books. 'Checks For Less' will produce test documents for your review. To be sure the test documents work in your system, please indicate an account number we should print on the test documents:

The following information applies to:

Personal checks

Personal deposit tickets

Counter checks

Counter deposit tickets

Starter kits

Statement saving books

Financial Institution's Logo / Name and Address
Institution's name and address to print on the checks (To have your logo (bank title cut) printed, attach a good black and white copy)
Whether you are a new customer or a current customer there is never

charge for the initial set up or to make a change to your account set up.

Club Accounts

Club account names and logos can be printed on your checks at no charge. Attach a copy of any club logo or name you wish to have printed on the checks.

MICR ENCODING

Complete the following MICR specification form, or enclose a voided check and deposit ticket

Complete this line for personal check or statement withdrawal MICR information

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Complete this line for personal deposit tickets or statement deposit MICR information

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Please use the following symbols when completing the MICR line:

=	 dash symbol	/ =	= II®	on us symbol	A = account number	N = check number
_	 dasii syiiiboi	, -	- 11	on as symbol	A - account number	IN - CHCCK HUITIDG

UP-CHARGES

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

Personal Statement Amount of up-charge checks savings books

> Do not add an up-charge to our orders Add a flat dollar charge per order = \$ _____ Add a flat dollar charge per box = \$ _____

Add a percentage of the order =

Set final price to: Singles Due to rounding of sales tax, we may not be able to match your prices exactly.

Do you want the price you will charge your customers printed in their box of checks?

Yes No Remember, if you are paying for the checks, we will print 'No Chg' in the box.

PERSONAL DEPOSIT TICKETS

Please indicate which deposit ticket you wish to have printed in the back of the checkbooks.

Standard deposit ticket

Image deposit ticket

Custom deposit ticket Please enclosed a mockup of what you need

Business Product Information

Complete this page to get set up to order 3-on-a-page business checks, laser checks, business deposit tickets, and pre-inked stamps. 'Checks For Less' will produce test documents for your review. To be sure the test documents work in your system, please indicate an account number we should print on the test documents:

Financial Institution's Logo / Name and Address

Institution's name and address to print on the checks (if you wish to have your logo (bank title cut) printed,

please attach a good black and white copy)

Add a flat dollar charge per box Add a percentage of the order

The following information applies to:

3-on-a-page business checks

3-on-a-page deposit tickets

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Amount of up-charge 3-on-a-page* Computer* Carbonless books Pre-inked business checks laser deposit stamps

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

Billing Information /Sales Tax

BII	LLING INFORMATION	
Please indicate t	he address orders should be	invoiced to.
Attn:		
Financial Institution's name:		
Address:		
City:		
Check here, if you wish to have the main office's address above		vidual branch office. Please indicate with the other office addresses.
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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.