

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: _____

Data Processor: _____

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 a 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

52	51	50	49	48	47	46	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13		
									␣										␣																						

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

52	51	50	49	48	47	46	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13		
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Auxiliary on us field										Routing / transit field										On us field									
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Please use the following symbols when completing the MICR line:

— = dash symbol / = on us symbol A = account number N = check number

UP-CHARGES

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

Personal checks	Statement savings books	Amount of up-charge
-----------------	-------------------------	----------------------------

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 _____ Dups

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: _____

The following information applies to:

3-on-a-page business checks
3-on-a-page deposit tickets
Computer laser checks
Carbonless deposit books
Pre-inked stamps - you only need to complete up-charge information for the stamps

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)

There is never a set up fee to use 'Checks For Less'...whether you are a new customer or a current customer making a change to your account set up.

MICR ENCODING

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

Complete this line for business check MICR information

52	51	50	49	48	47	46	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	

Complete this line for business deposit ticket MICR information

52	51	50	49	48	47	46	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13

Auxiliary on us field										Routing / transit field										On us field									
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Please use the following symbols when completing the MICR line:

— =  dash symbol / =  on us symbol A = account number N = check number

UP-CHARGES

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

Amount of up-charge

3-on-a-page*
business checks
and deposits

Computer*
laser
checks

Carbonless
deposit
books

Pre-inked
stamps

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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

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

Please select one of the options below, or give us a call to discuss other possibilities.

Manual invoice / paper debit slips -

A voided check or MICR spec form must be provided for MICR positioning to print 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.

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 credited with the total amount debited from your customer's accounts? _____

Check here if this is a general ledger account ☐

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

Check here if this is a general ledger account ☐

Please note that a \$10.00 fee applies to all returned ACH charges.

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.