



Signature Scan Form

Company Name:	
Company Number:	

Instructions:

Please utilize this form to provide us with three (3) samples for up to two (2) signatures. These signatures will automatically print on your paychecks, garnishment checks and manual checks.

To insure proper results please use a **BLACK MEDIUM POINT roller ball or felt tip pen**. Each signature must be crisp, dark and slightly heavier than normal. Corners and lines have been placed in the solid boxes to insure that the signature will fit properly on the check. **DO NOT** let your signature go outside the corners which indicate the signature area.

YOU MUST provide three samples for each signature.

Signature 1	Signature 2
<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> ┌ ┐ └ ┘ </div>	<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> ┌ ┐ └ ┘ </div>
<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> ┌ ┐ └ ┘ </div>	<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> ┌ ┐ └ ┘ </div>
<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> ┌ ┐ └ ┘ </div>	<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> ┌ ┐ └ ┘ </div>
Example	
<div style="border: 1px solid black; width: 100%; height: 100%; position: relative; background-color: #e0e0e0;"> ┌ ┐ └ ┘ <p style="text-align: center; margin-top: 20px;">The gray shaded area is where your signature should appear</p> </div>	
Please Print Name for Signature 1 Below	Please Print Name for Signature 2 Below

<p>Mail this Sheet UNFOLDED to: ABC Payroll 1970 Swarthmore Ave. - Suite 6 Lakewood, NJ 08701</p>
<p>DO NOT FAX THIS FORM - IT MUST BE MAILED</p>