

## SIGNATURE FORM

Company \_\_\_\_\_ Effective Date \_\_\_\_\_

In order for us to successfully scan a signature for check signing, please follow the guidelines below:

1. Sign the form twice. One in box #1 and then in box #2.
2. For best results, sign using a fine, felt tip marker.
3. Keep the signature COMPLETELY WITHIN the outside lines of the box. DO NOT allow the signature to touch the outside lines since they will be removed from the final image.
4. If using two signatures, please have both signatures on the same form.

\_\_\_\_\_  
Print Name of Signature

\_\_\_\_\_  
Print Name of Company

\_\_\_\_\_  
Bank Name For This Account

\_\_\_\_\_  
Bank Account # Using this Signature

Single Signature Box #1

Single Signature Box #2

Double Signature Box #1

Double Signature Box #2