151 ENTERPRISE DRIVE NEWPORT NEWS, VA 23603 PHONE: 757-873-2976



SUPPORT: 757-873-1199
FAX: 757-873-1733
E-MAIL: info@pensoft.com
WEBSITE: www.pensoft.com

Signature File Template

WHAT IS A SIGNATURE FILE? A signature file is an image assigned to individual checking accounts and used to print the signature(s) on the check(s). Signature files can only be used with laser or inkjet printers. Signatures files are only created for the four standard check formats (876, 877, 878, 879) compatible with PenSoft® Payroll.

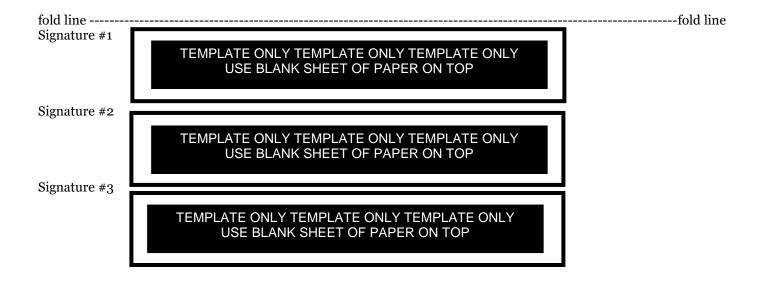
SUBMITTING YOUR SIGNATURE FOR PROCESSING:

• Sign your name three times in **black ink** on a **separate blank sheet of unlined white paper**. Use the template below as a guide by placing it **behind a blank piece paper** and signing within the confines of each box. Try to fill the boxes as much as possible being careful to remain completely within the box. Include a blank voided payroll check with your request. (For dual signature checks, simply sign signature one above signature two, keeping both names within one box.) *

fold line ------ fold line

- Carefully fold the paper according to the dotted lines on the template so the *original* signatures do not get bent when mailing.
- Carefully put the signed paper into an envelope with the signature file order form, check made payable to PenSoft (if applicable), and blank voided payroll check.
- The cost is \$50.00 per signature plus \$29.00 for shipping and handling.
- Mail to PenSoft, 151 Enterprise Drive, Newport News, VA 23603

USING YOUR SIGNATURE FILE: Follow the instructions included with your CD, consult your User Guide, or Help File.



^{*} Signatures not complying with this format cannot be processed, and will be returned for corrections.

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Signature File Order Form CUSTOMER INFORMATION – Please fill in ALL blanks			1	MAIL SIGNATURE AND ORDER FORM TO: 151 ENTERPRISE DRIVE NEWPORT NEWS, VA 23603		
Customer Number	riease IIII III ALL Dialik		Contact Name			
Company						
Shipping Address (if	different)					
City		State Zip/Postal Code				
Phone		Fax		E-mail		
Print Signature Name		SIGNATUF	RE FILE INFORMA	ATION		
Select Check Style*	□ 876	□ 8	77	□ 878	□ 879	
☐ MasterCard	□ Visa	Discover	AYMENT TYPE Am	nerican Express	☐ Check payable to PenSoft	
Name on card (please print)			Card Numbe	Card Number		
Signature			Expiration I	Date	CVC	
то	TALS			or the four standard ch	heck formats (876, 877, 878, 879)	
Subtotal	\$50	**Outside the	compatible with PenSoft Payroll. **Outside the continental U.S. \$39.00 ALL PRICES IN U.S. DOLLARS.			
Shipping & Handling UPS Next Day Air Saver	\$29.00**		Prices are subject to change without prior notice.			
5% tax (VA Only)	Don't Forget!					
ТОТАІ	Include a blank voided payroll check with your order.					

Updated 12/4/12

TOTAL