

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

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

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

fold line ----- fold line

| | |
|--------------|--|
| Signature #1 | TEMPLATE ONLY TEMPLATE ONLY TEMPLATE ONLY USE BLANK SHEET OF PAPER ON TOP |
| Signature #2 | TEMPLATE ONLY TEMPLATE ONLY TEMPLATE ONLY USE BLANK SHEET OF PAPER ON TOP |
| Signature #3 | TEMPLATE ONLY TEMPLATE ONLY TEMPLATE ONLY USE BLANK SHEET OF PAPER ON TOP |

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 Order Form

MAIL SIGNATURE AND ORDER FORM TO:

151 ENTERPRISE DRIVE
 NEWPORT NEWS, VA 23603

CUSTOMER INFORMATION – Please fill in ALL blanks

| | | |
|---------------------------------|-------|-----------------|
| Customer Number | | Contact Name |
| Company | | |
| Shipping Address (if different) | | |
| City | State | Zip/Postal Code |
| Phone | Fax | E-mail |

SIGNATURE FILE INFORMATION

| | | | |
|----------------------|------------------------------|------------------------------|------------------------------|
| Print Signature Name | | | |
| Select Check Style* | <input type="checkbox"/> 876 | <input type="checkbox"/> 877 | <input type="checkbox"/> 878 |
| | <input type="checkbox"/> 879 | | |

PAYMENT TYPE

| | | | | |
|-------------------------------------|-------------------------------|-----------------------------------|---|---|
| <input type="checkbox"/> MasterCard | <input type="checkbox"/> Visa | <input type="checkbox"/> Discover | <input type="checkbox"/> American Express | <input type="checkbox"/> Check payable to PenSoft |
| Name on card (please print) | | Card Number | | |
| Signature | | Expiration Date | CVC | |

TOTALS

| | |
|---|-----------|
| Subtotal | \$50 |
| Shipping & Handling UPS Next Day Air Saver | \$29.00** |
| 5% tax (VA Only) | |
| TOTAL | \$ |

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**Outside the continental U.S. \$39.00

ALL PRICES IN U.S. DOLLARS.

Prices are subject to change without prior notice.

Don't Forget!

Include a blank voided payroll check with your order.

Updated 12/4/12