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.

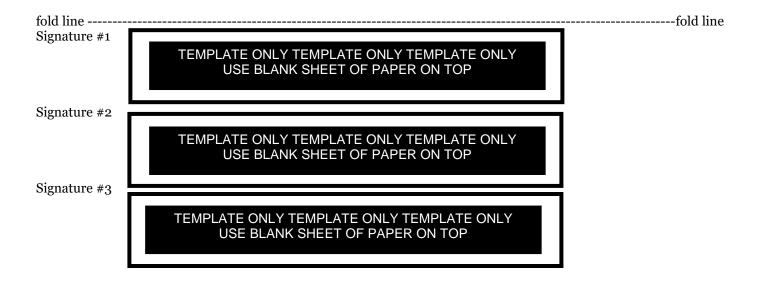
SUBMITTING YOUR SIGNATURE FOR PROCESSING:

• 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				MAIL SIGNATURE AND ORDER FORM TO: 151 ENTERPRISE DRIVE NEWPORT NEWS, VA 23603				
Customer Number				Contact Name				
Company				l				
Shipping Address (if	different)							
City			State Zip/Postal Code					
Phone		Fax		F	E-mail			
Print Signature Name)		SIGNATURE F	ILE INFORMATI	ON		1	
Select Check Style*	□ 876		□ 877		□ 878		□ 879	
☐ MasterCard	☐ Visa		Discover	ENT TYPE Ameri	ican Express		Check payable to PenSc	oft
Name on card (please		Card Number						
Signature				Expiration Date	Expiration Date		CVC	
TO	TALS				the four standard ch	eck formats ([876, 877, 878, 879]	
Subtotal	\$50 **Outside		compatible with PenSoft Payroll. **Outside the continental U.S. \$39.00					
Shipping & Handling UPS Next Day Air Saver				RICES IN U.S. DOLLARS. are subject to change without prior notice.				
6% tax (VA Only)			Don't Forget!					
TOTAL	Include a blank voided payroll check with your order.							

Updated 12/4/12

TOTAL

\$