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CO # _____ Company Name _____ Effective Date _____

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

1. Sign the form twice. Once 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.

Single Signature – Box #1

Printed Name _____

Single Signature – Box #2

Printed Name _____

Double Signature – Box #1

Printed Names _____

Double Signature – Box #2

Printed Names _____
