

Check Writing Tips

To ensure a proper "electronic image" when processing your check, please follow the tips below. Following these guidelines will greatly reduce the chance of errors.

Ink Choice:

Use black or dark blue ink

No gel pens

No colorful ink

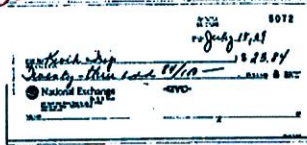
Handwriting:

The legal amount should be properly written. "One thirty-seven" could be interpreted as \$1.37 or \$137.00.

Proper Numbers:

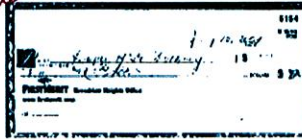
The numerical amount (\$12.00) and the legal written amount (twelve dollars) should match. If they are different, we must use the legal amount. Dollars and cents should be written the same size, separated by a decimal point. There should not be a line through 7 and no enclosed 4. The double zero should be the same size as the other numbers. Please avoid using: 00/100, 12.⁰⁰ or 12.--

Good



Written with proper ink, handwriting and proper numbers.

Bad



Check written with pink, gel ink.

