



Check Signature Form

To ensure a high-quality signature for payroll processing, we request two sample signatures and the following items noted below:

- Please sign the signature as you wish for it to appear on your checks
- Please ensure your signature is maintained within the boundaries of the appropriate boxes
- In the event two individuals must sign your checks, please provide the two individual signatures within the same double signature box provided below
- We recommend that you use a bold, black pen for your signature; for best results, use a fine tip felt pen
- We request that you do not submit a rubber-stamped signature
- We request that you do not fax your signature sample, but utilize either a scanned email version or a mailed copy

SINGLE SIGNATURE

DOUBLE SIGNATURE

