



## CHECK SIGNATURE FORM

**Company Name** \_\_\_\_\_

**Federal Employer Identification Number (FEIN)** \_\_\_\_\_

To ensure a high-quality signature for payroll processing, we request two sample signatures. Please review the following information:

- Please sign the signature as you would like for it to appear on your checks.
- Please ensure your signature is maintained within the boundaries of the boxes.
- If you require two individuals to sign your checks, please provide the two signatures within the same **Double Signature** box, provided below.
- For best results, we recommend that you use a bold, black pen (fine tip or felt pen) for your signature(s).
- Please do not submit a rubber-stamped signature.
- Please do not fax your signature sample. Provide either a scanned copy or a mailed copy instead.

**Single Signature**  
Sample #1

**Double Signature**  
Sample #1

**Single Signature**  
Sample #2

**Double Signature**  
Sample #2