



# Signature Form

Company \_\_\_\_\_ Effective Date \_\_\_\_\_

In order to successfully include a scanned signature for check signing please follow the guideline below.

1. Sign the form twice
2. For best results use a fine, felt tip marker.
3. Keep the signature COMPLETELY inside the box
4. Do not allow the signature to touch the box edges.
5. If two signatures are required have both persons sign the same form.

Print Name of Signature

Print Name of Company

Bank Name for This Account

Bank Account # Using this Signature

Single Signature Required      First signature

Single Signature Required      Second signature

Double Signature Required      First signature

Double Signature Required      Second signature