

Client Number:

Client Name   
 DBA (if applicable):

Next Payroll Run Date:

Bank Name for Signature:

Last 4 of existing account number:

### Signature on Checks

*If providing a signature, Auris printed checks will be sealed.*

1. Sign both boxes below, staying within the boxes provided.
2. Use a black ink pen with a larger felt tip point, not a pencil.
3. Double signatures?  
*Signer 1: sign in the top halves of the boxes.*  
*Signer 2: sign below Signer 1 using the bottom halves.*

*Sign Once Here*

*Sign Again Here*

### Logo on Checks

- Email your Payroll Support Team a digital file of your logo.
- The image must be a JPEG or PNG.
- Smaller, higher-resolution files will appear more clear.
- Our system automatically sizes the image to fit the check format.

*Logo Example:*



### Check Signature & Logo FAQ

***I print my checks in-house (Printback); what will my checks look like?***

- The employee check and stub are openly visible; we recommend to fold and insert them into envelopes before distribution

***Auris prints and ships my checks; what will my checks look like?***

- Your checks will print pressure sealed. The employee will have to remove a perforated seal to open the stub.

Client Signature #1

Client #1 Print Name & Date

Client Signature #2 (if applicable)

Client #2 Print Name & Date (if applicable)

**Internal Use Only**

Entered by:

Date:

Verified by:

Date: