



Two dashed rectangular boxes for signature practice.

# Signature Digitization Form

Instructions:

Step	Action
1	Practice signing your name twice in the Practice boxes provided on the facing page. (We have found that it is sometimes difficult to sign one's name within the boundary constraints of the small boxes- which are necessary because of banking system signature requirements). <b>NOTE:</b> Please review the SAMPLE boxes on the facing page
2	Sign your name(s) within the box above using a 'heavy' black ball point pen. Digitization cannot proceed if any portion of your signature falls outside the box (checks with "clipped" signatures are rejected by the banking system)
3	Return this form to your ExcelPay payroll representative. Do not fold, bend, or other wise damage this form.

CUT ON DOTTED LINE BEFORE SENDING

↓ PRACTICE BOXES ↓

Empty dashed rectangular box for signature practice.

← Practice Box 1

Empty dashed rectangular box for signature practice.

← Practice Box 2

↓ SAMPLE BOXES ↓

Dashed rectangular box containing a sample signature.

← NO

Signature must stay within dotted lines

Dashed rectangular box containing two sample signatures.

← NO

Two Signatures are OK, but can not have a line between them

Dashed rectangular box containing a sample signature.

← YES

Dashed rectangular box containing a sample signature.

← YES