

**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, Heartland printed checks will be sealed.*

- Sign both boxes below, staying within the boxes provided. We will choose the best signature.
- Use a black ink pen. Please do not use a pencil, and ensure the signature is clear enough to scan.
- 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.

***Heartland 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.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Internal Use Only</b> Entered by: <input type="text"/> Date: <input type="text"/> Verified by: <input type="text"/> Date: <input type="text"/>
<b>Client Signature #1</b>	Client #1 Print Name & Date		
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Client Signature #2 (if applicable)</b>	Client #2 Print Name & Date (if applicable)		