



## Check Signing Request & Authorization

I, the undersigned, hereinafter referred to as Company, hereby authorize Payrite to scan the below image of my signature and to recreate same on bank drafts. Drafts shall include any checks that are generated and detailed on payroll journals including, but not limited to, employee payroll and accounts payable checks. It is agreed that all drafts generated by Payrite will be delivered to Company for distribution unless otherwise directed verbally or in writing by Company. This authorization will remain in effect until written notice of termination is received by Payrite.

Company: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:** Following these instructions will produce the best possible results. Use a good quality medium point black ink pen. Practice writing your signature in the following six image boxes, pressing firmly to get a dark, consistent signature. When finished, please indicate which signature you like the best by drawing an arrow to it. Be careful that your signature does **not** touch the image box and the arrow or other marks do not touch your signature!

**Please deliver this authorization to the address shown below. Must be original – copies or faxes do not scan well and are not acceptable.**



6300 Twenty-Two Mile Rd.  
Suite Three  
Shelby Twp., MI 48317-2106

Phone: (586) 323-1200  
Fax : (586) 323-3344  
Email : [Cs@Payrite.com](mailto:Cs@Payrite.com)