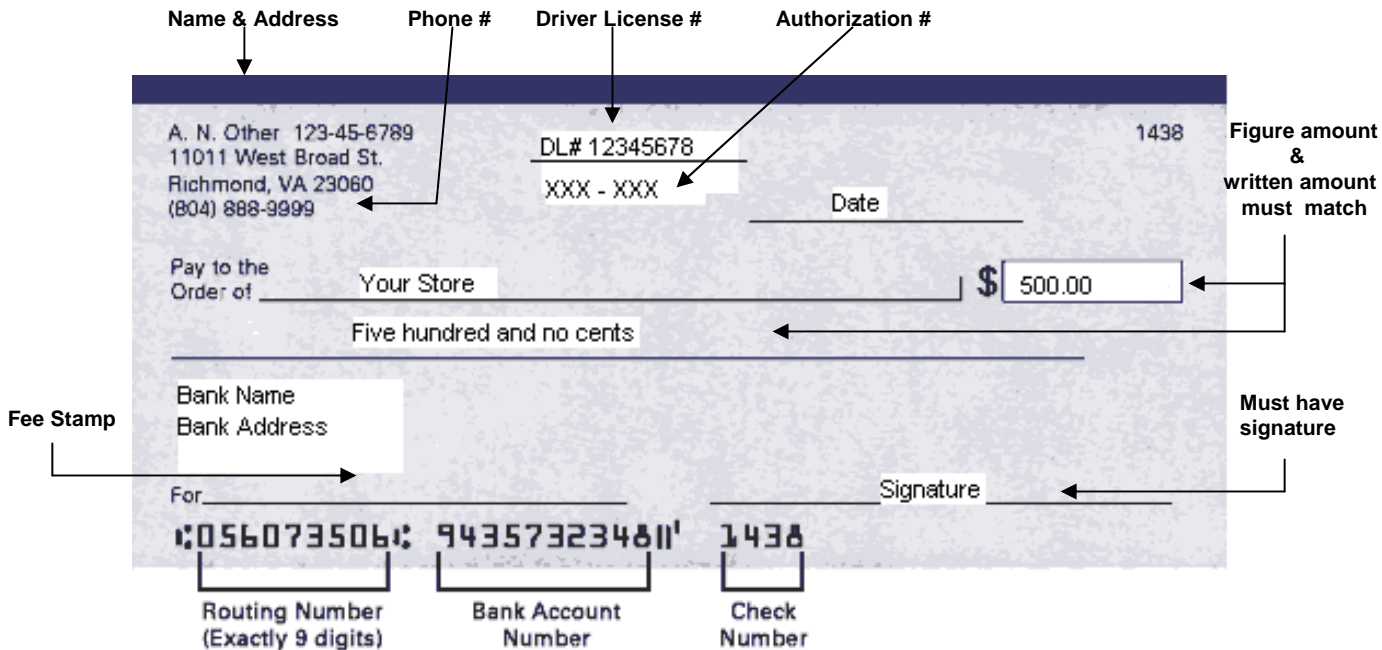


PAPER CHECK ACCEPTANCE RULES



Look at the check carefully. Make sure the following acceptance rules are followed:

- Make sure the check writer's name, address, city, state, and zip are printed on the check. If the address on the check needs updating, print the correction beside the printed information.
- No PO Box for an address.
- No starter checks.
- No credit card or stock equity fund, insurance, or government checks.
- No business checks.
- No third party checks. Check must be made payable to your business' name.
- Make sure to write a telephone number on the check if there is none, or ask if the printed one is current. If not, write the new phone number on the check.
- Make sure the figure amount and written amount on the check match.
- Write the authorization number on the check.
- Make sure the check is signed, and compare the signature on the check to the signature on the driver's license.
- Stamp the fee acceptance stamp text in the memo section (lower left hand corner) on the **FRONT** of the check. Federal check acceptance rules now require the stamped text to be signed on the signature line by the check writer. The stamp text must be correctly placed on the check and signed by the check writer for the check to be guaranteed.