

WHAT WYCOM NEEDS FOR YOUR NEW ORDER:

STANDARD SYSTEM LICENSE ORDER REQUIREMENTS

1. **ORDER FORM – SEE “COMPLETING THE ORDER FORM” (BELOW)**
2. **DOCUMENT SAMPLES** - Printed document samples with data from the software application on actual check stock. An original sample is required for each format. Photocopies and faxes will not be accepted.
3. **CAPTURING A PRN FILE –** An electronic data file with three checks for each software application, using Wycom’s WYCAP Card.

Make certain the PRN file is captured with the operating system, software and printer driver that will be used to print checks.

COMPLETING THE ORDER FORM – ALL ORDERS

The following Standard Information should be completed for each Position (1 through 8) to be programmed on your Wycom:

Application Name

Decide on the check or form name that your operator will recognize (*For example: Payroll, Accounts Payable, Share Draft, Purchase Order*). Write the name on the line provided below each Position (Pos 1, Pos 2, Pos 3, etc.) to be programmed.

Check Protection?

Do you want the Wycom to replace the words on your check as shown with the following sample? Write Yes or No on the line provided below each Position to be programmed.

The following is a sample of how Check Protection appears on the check, using an “EXACTLY” Prefix:



EXACTLY 100,000 dollars 00 cts

Prefix #

If you have chosen to have a Protect Amount (above), please select from the following options and write the corresponding Prefix # (e.g., D1) on the line provided beneath each Position to be programmed:

One of the following Standard Dot (D) Matrix Prefix Options may be selected:

D1 EXACTLY 

D3

PAY 

D2 THE SUM OF 

D4

For Sample - Page 2 of Order Form

One of the following Standard Laser (L) Prefix Options may be selected:

L1 EXACTLY 

L3

PAY 

L2 THE SUM OF 

L4

REGISTERED  

Or

For an additional charge, you can choose to have a customized logo Prefix programmed:

L5 

SAMPLE CUSTOM LASER LOGO PREFIX

Signature Placement

The Signature #s (from Page 2 of the Order Form) that are to sign on the top, middle and/or bottom "line" of your check should be entered on the line provided below each Position to be programmed.

1. Up to 3 signatures can be programmed for each position.
2. Signature placement on the check usually corresponds to the level of the signature authority (e.g., President, Vice President, etc.).

Note: Wycom's default always signs on the "Top" first (for one signature); Top and Middle (for two signatures); Top, Middle and Bottom (for three signatures).

Add Top Signature @ \$

Adds a second top signature when checks are issued over a specified amount.

Suppress Top Signature @ \$

Suppresses the top signature when checks are issued over specified amount.

Suppress All Signatures @ \$

Suppresses all signatures over a specified dollar amount.

Void Check @ \$

Prints VOID in the Check Protection and signature areas over a specified dollar amount

Signature(s) – Order Form Page 2

Signatures must be signed in **BLACK INK** on the order form with one signature per box. Original Signatures must be submitted camera ready. **Faxes will not** be accepted. **DO NOT CUT AND PASTE SIGNATURES ON THE ORDER FORM.** You may send them on a separate piece of paper.

The following steps should be followed when obtaining the signature samples:

1. Signature should be placed in the CENTER of the white space provided adjacent to the # (1-8).
2. Circle yes or no for background for each signature to be programmed.
3. Circle yes or no for Print Title. If yes, print the Title on the line provided. ***Note:*** *The Title will be programmed exactly as it is seen on the form (e.g., all caps, abbreviations, etc.).*

The following are samples of how the Signature may appear on the check:

Background and title with Signature



Background with Signature



Plain Signature (no background)

John Hancock

ADDITIONAL INFORMATION REQUIRED FOR

Elite **MICR Laser System License Upgrade**

COMPLETE "STANDARD SYSTEM LICENSE NEW ORDER REQUIREMENTS" (*reference instructions on previous pages*)

PLUS

1. **BLANK CHECK STOCK** - An original sample of blank check stock for each format.
2. **PRE-PRINTED CHECK STOCK** - An original sample of pre-printed check stock showing the MICR numbers, bank logo, and company logo.

Print MICR Line?

Designate Yes or No. If yes, the Wycom will print the MICR numbers (Bank #, Routing # and Check #) on the check.

Print Check #?

Designate Yes or No. If yes, the Wycom will ERASE the check number from the electronic data stream and REPLACE it (in the upper right-hand corner of the check) with a BIGGER, **BOLDER** font to make the check number more readable.

Print Form?

Designate Yes or No. If yes, the Wycom will PRINT the check (e.g., the Company Name, Address, Pay to the Order Of, etc.).

Print Manual Checks?

Designate Yes or No. If yes, the Wycom uses the configuration of an online check to generate a manual check from the keyboard.

NOTE: A MANUAL CHECK STUB IS A FIXED FORMAT AND WILL NOT LOOK LIKE THE ONLINE CHECK. Graphics are printed on the check but not in the stub.

of Copies (Laser only)

Designate the number of check/stub copies desired.

Copies are printed with "**COPY**" on check. For MICR laser, the words "**NON-NEGOTIABLE**" are printed in place of MICR numbers.

Copy Paper Tray Source (Laser Only)

Reference the "Copy Paper Tray Source" illustration at the bottom of the Order Form. Which tray will the check/stub copies be pulled from? ***Note:*** *The computer program will always designate where the ORIGINAL check/stub pulls from.*