

## Signature File Template

**WHAT IS A SIGNATURE FILE?** A signature file is an image assigned to individual checking accounts and used to print the signature(s) on the check(s). Signature files can only be used with laser or inkjet printers. **Signatures files are only created for the four standard check formats (876, 877, 878, 879) compatible with PenSoft® Payroll.**

### SUBMITTING YOUR SIGNATURE FOR PROCESSING:

- Sign your name three times in **black ink** on a **separate blank sheet of unlined white paper**. Use the template below as a guide by placing it **behind a blank piece paper** and signing within the confines of each box. Try to fill the boxes as much as possible being careful to remain completely within the box. Include a blank voided payroll check with your request. (For dual signature checks, simply sign signature one above signature two, keeping both names within one box.)\*

fold line ----- fold line

- Carefully fold the paper according to the dotted lines on the template so the **original** signatures do not get bent when mailing.
- Carefully put the signed paper into an envelope with the signature file order form, check made payable to PenSoft (if applicable), and blank voided payroll check.
- The cost is \$50.00 per signature. The signature will be sent via e-mail. Please include an e-mail to send it to.
- Mail to PenSoft, 151 Enterprise Drive, Newport News, VA 23603

*\* Signatures not complying with this format cannot be processed, and will be returned for corrections.*

**USING YOUR SIGNATURE FILE:** Follow the instructions included with your e-mailed signature file or Help File.

fold line ----- fold line

Signature #1	TEMPLATE ONLY TEMPLATE ONLY TEMPLATE ONLY USE BLANK SHEET OF PAPER ON TOP
Signature #2	TEMPLATE ONLY TEMPLATE ONLY TEMPLATE ONLY USE BLANK SHEET OF PAPER ON TOP
Signature #3	TEMPLATE ONLY TEMPLATE ONLY TEMPLATE ONLY USE BLANK SHEET OF PAPER ON TOP

151 ENTERPRISE DRIVE  
 NEWPORT NEWS, VA 23603  
 PHONE: 757-873-2976



SUPPORT: 757-873-1199  
 FAX: 757-873-1733  
 E-MAIL: info@pensoft.com  
 WEBSITE: www.pensoft.com

# Signature File Order Form

## MAIL SIGNATURE AND ORDER FORM TO:

151 ENTERPRISE DRIVE  
 NEWPORT NEWS, VA 23603

### CUSTOMER INFORMATION – Please fill in ALL blanks

Customer Number	Contact Name
Company	
E-mail Address	

### SIGNATURE FILE INFORMATION

Print Signature Name				
Select Check Style*	<input type="checkbox"/> 876	<input type="checkbox"/> 877	<input type="checkbox"/> 878	<input type="checkbox"/> 879

### PAYMENT TYPE

<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express	<input type="checkbox"/> Check payable to PenSoft
Name on card (please print)			Card Number	
Signature		Expiration Date	CVC	

### TOTALS

Subtotal	\$50
6% tax (VA Only)	
<b>TOTAL</b>	<b>\$</b>

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 ALL PRICES IN U.S. DOLLARS.  
 Prices are subject to change without prior notice.

### *Don't Forget!*

Include a blank voided payroll check with your order.

Updated 10/17/19