

1. Cut this page along the dotted line that appears below the set of boxes.
2. Place the set of boxes just above the section of your business check that contains the Routing and Account numbers. Align the boxes that contain the I: symbols with the corresponding symbols on your business check.
3. Write the Routing and Account numbers off your check into the corresponding boxes. Use the letters A and V for the proper bank symbols and the letter X for any blank spaces before or in your account number (see symbols to the left of the boxes).
4. Transfer the information into the corresponding boxes on the web page for the check information.

X = Blank
 V = II[■]
 A = III

[9 Digit Routing Number] [Field 32 starts the Account Number information]

43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13			
I:										I:																							

 Cut along dotted line. Then, place the grid above your bank account information to find correct placement.

NOTE: Numbers to the left of the first I: symbol are not needed.