EAGLE PAYROLL SERVICE INC.

Authorization To Scan & Duplicate Signature

Client Code: _____   **Effective Date:** _____

Company Name: _____

In order for Eagle Payroll Service Inc. to successfully scan a signature for check signing, please follow the guidelines below:

1. Please sign this form twice. Once in box #1, and then in box #2.
2. For the best results, sign using a fine felt tip marker, or medium point black pen.
3. Keep the signature **Completely Within** the outside lines of the box. **Do Not** allow your signature to touch the outside lines as they will be removed from the final image.
4. The cost to scan a signature into your account is $25.00 and requires no additional per payroll fees.

_____

Single Signature – Box # 1

_____
Print Name of Authorized Signature

_____
Name of Bank

Double Signature – Box # 1

Single Signature – Box # 2

_____
Print Name of Authorized Signature

_____
Bank Account # using this signature

Double Signature – Box # 2

Your signature in the above boxes authorizes Eagle Payroll Service Inc. to duplicate your signature on all checks processed.

Internal Use Only

Effective Date: _____   Billing Code #39 ($25) Entered By: _____   Changed By: _____