



*Stephens & Company*  
*Payroll Services*

### Check Creation Form

**Name and Address to print on check:**

(A voided business CHECK or completed MICR SPEC must be attached. Make any necessary changes on voided check.)

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State and Zip Code:** \_\_\_\_\_

Logo attached for customization (see below).

**First Check Processing Date:** \_\_\_\_\_

**Begin Check Number Sequence With:** \_\_\_\_\_

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### **Signature(s) on Checks**

Stephens & Company can provide you with pre-signed payroll checks. Setup takes approximately two weeks.

1. Signature must be signed in BLACK ink.
2. If one signature is used, please sign only one box. If two signatures are used, please sign one signature in each box below.
3. A signature **MUST FIT INSIDE** the box below.
4. Charge for setup of signatures and logos:

One Signature                      \$25.00

Two Signatures                    \$40.00

Custom Logo                        \$20.00