

Payee Match for Positive Pay is an effective solution that offers your business an added layer of protection against fraudulent check activity, allowing you to seamlessly verify payee names on issued checks against those specified in your uploaded issued checks file instructions. For best results using Payee Match, we recommend you follow the check writing guidelines outlined below to avoid readability issues and minimize the number of exception items. All standard check printing guidelines apply.

CHECK WRITING GUIDELINES

Check Lettering

- Checks must be typed in ALL CAPS using a 12-point font and letters must not touch
- Tested and verified fonts include Veranda, OCR A, OCR B and Arial
- Checks must be fixed width – avoid using more than TWO extra spaces, underlining, *italics* or **bold** fonts
- Avoid using special codes or characters
- Checks should be printed using a machine-readable style – handwritten checks will result in an exception

Check Stock

- Check stock should be a light color with no images to ensure easy readability of the **Payee Name**
- We recommend against watermarks, as these may bleed through the check stock

Payee Information

- PAY TO THE ORDER OF should be placed to the left of the **Payee Name** – acceptable field variations include PAY TO THE ORDER, PAY TO, PAY and TO THE ORDER OF
- The **Payee Name** cannot be within one inch of the top of the check or touch PAY TO THE ORDER OF text
- If the **Payee Name** includes an additional line of data such as a second payee, the line breaks should be used and the two lines should not touch

CHECK EXAMPLE

