

# Check Signer



## Signature File Instructions

1. Using **BLACK** ink, please sign completely INSIDE the box below. Hold the box up to your check to ensure that the box size will allow enough vertical space for both signatures.

A large, empty rectangular box with a thin black border, intended for signatures. It is positioned centrally on the page.

- If signatures fall outside the box, we cannot guarantee they will fit properly on the completed checks.
  - For ONE signature – Please sign in the top half of the box.
  - For TWO signatures – The first signature needs to be in the top half of the box and the second signature needs to be in the bottom half of the box.
2. Please scan this form and email back to [support@blackmountainsoftware.com](mailto:support@blackmountainsoftware.com). If you do not have a scanner, please mail the form to:

Black Mountain Software  
110 Main Street, Suite 3  
Polson, MT 59860

3. Enter your full organization name here: \_\_\_\_\_

Once we receive this form in our office, please allow 3 – 5 days for the completion of the scanning and formatting process. We will contact you when your signature file is ready!

**\*BMS does not keep a copy of signature files once transferred to client data\***