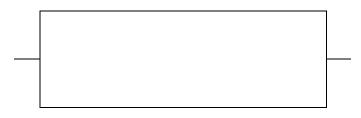


Signature File Instructions

1. Using **<u>BLACK</u>** 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.



- 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. 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