

HOW TO PRINT A CHECK ON BLANK CHECK STOCK THAT YOU CAN PRINT THE DATA ON LATER

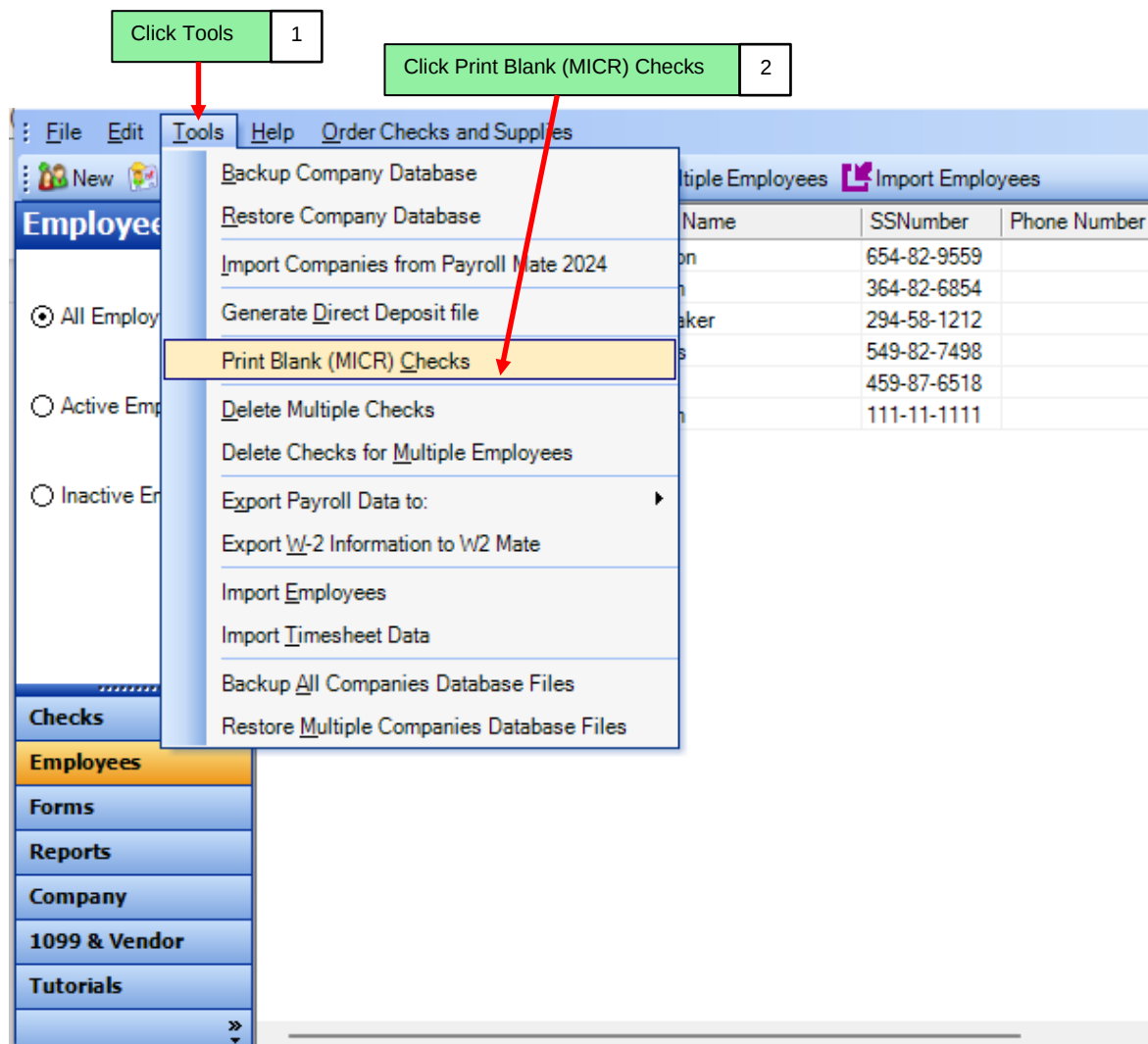
Question

PLEASE REFER TO THE STEPS BELOW:

Answer

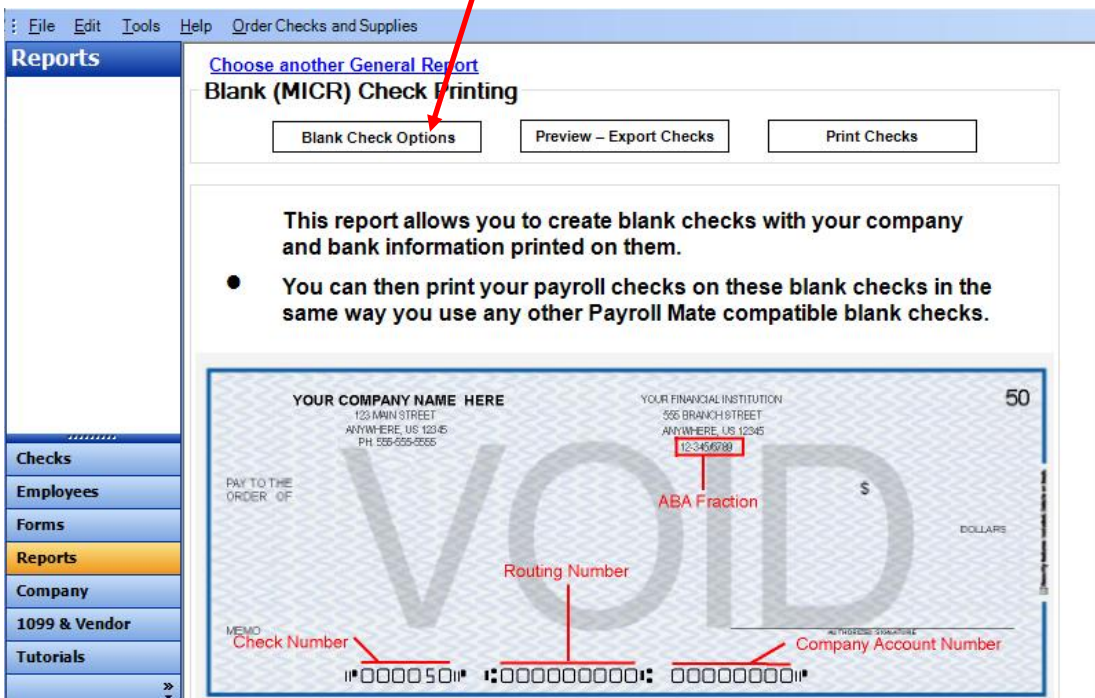
In order to print a check on blank check stock you will need to purchase and enable optional feature Payroll Mate Option #4 (MICR Ink Check Printing) in addition to Payroll Mate Software.

1. Click **Tools**
2. Click **Print Blank (MICR) Checks**



3. Click **Blank Check Options**

Click Blank Check Options 3



Choose another General Report
Blank (MICR) Check Printing

Blank Check Options Preview – Export Checks Print Checks

This report allows you to create blank checks with your company and bank information printed on them.

- You can then print your payroll checks on these blank checks in the same way you use any other Payroll Mate compatible blank checks.

YOUR COMPANY NAME HERE
123 MAIN STREET
ANYWHERE, US 12345
PH 555-555-5555

YOUR FINANCIAL INSTITUTION
555 BRANCH STREET
ANYWHERE, US 12345
123456789

PAY TO THE ORDER OF: \$ 50 DOLLARS

MEMO: Check Number Routing Number ABA Fraction Company Account Number

1100005011 120000000000 0000000000

4. Complete the **Blank Check Printing Options**
5. Click **OK**

Blank Check Printing Options

Please fill out the information below
If you are not sure what a certain field means, please click here: Check Layout

Bank Information

Bank Name Chase Bank

Bank Address1 1234 Smith Avenue

Bank Address2

Bank Phone Number

Bank Routing Number 071000013

ABA Fraction 111111111

Company Account Number 111111111

Check Options

Starting Check Number 1

Number of Checks to Print 2

OK Cancel

Click OK 5

Complete Blank Check Options 4

6. **Select the printer** you would like to print to from the drop down
7. Click **OK**

