

HOW TO PRINT A SIGNATURE ON A CHECK

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

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

Once you make your purchase you will receive a code in your email, along with instructions on how to apply the code to enable Payroll Mate Option #4 (MICR Ink Check Printing).

To add a signature:

You will need to create a file with an image of your signature.

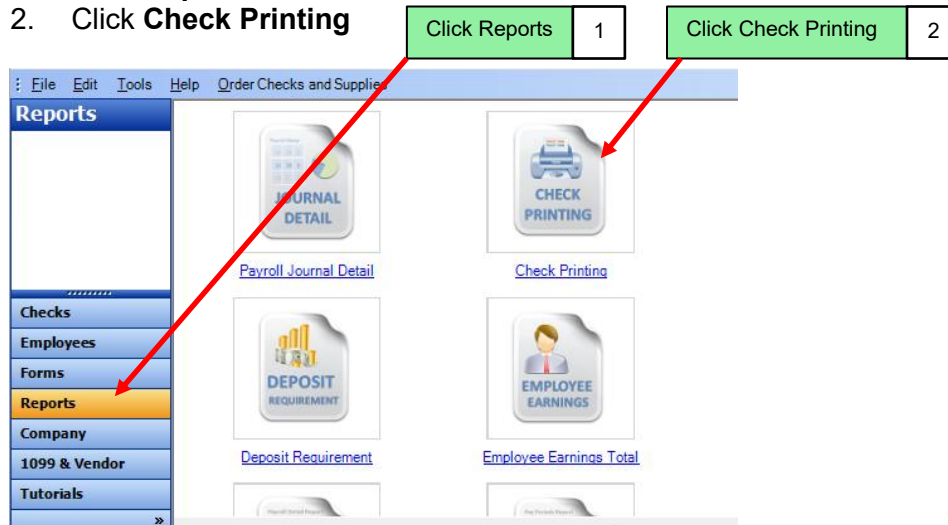
You can use your favorite image editing or scanner software to create an image (picture) file with the following requirements:

1. Background color is white.
2. Width is approximately five time the height.
3. Save the resulting file as with .JPG, .BMP or .PNG

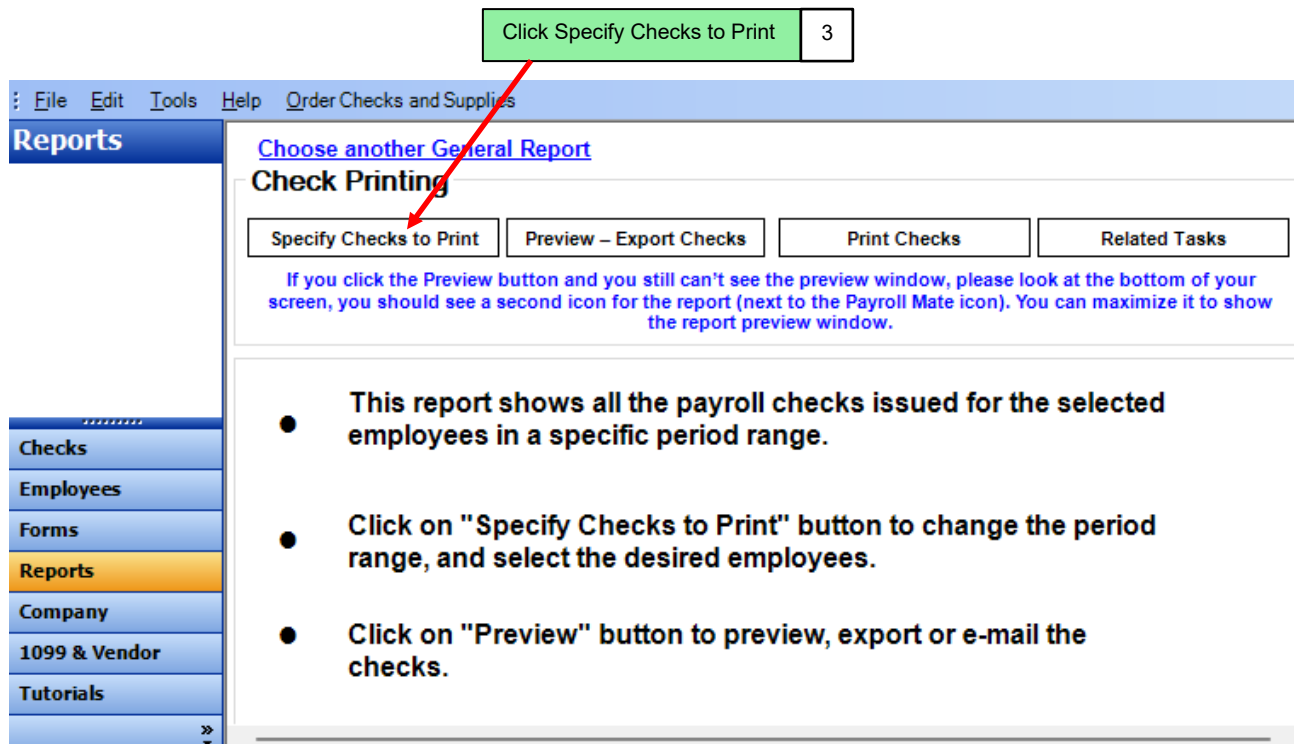
Please do not contact our team for help on how to create a signature file, this is beyond the Payroll Mate technical support scope.

After you have created a signature file:

1. Click **Reports**
2. Click **Check Printing**



3. Click **Specify Checks to Print**



4. Specify Checks to Print dialog box opens, select the **Begin Pay Date and End Pay Date** for your check(s)
5. Check the box **Print Signature on Check**
6. Click **Browse** to navigate to the location of your signature file
7. Select the **Employee(s)** you are printing a check for
8. Click **OK**

Select Begin Pay Date and End Pay Date 4

Specify Checks to Print

Begin Pay Date:

End Pay Date:

[Advanced Date Selection...](#)

Sort Printed Checks by:

☒ Check Number

☐ Employee Last Name

☐ Employee First Name

☐ Print Checks in Reverse Order

☒ Print Vacation and Sick Hours on Pay Stubs

☐ Don't Print Memo Line

☐ Print Income Type on Pay Stub

☐ Don't Print Employee Address on Check

[Edit Vacation & Sick Hours Captions](#)

☐ **Print MICR information**
(Print on Blank Check Paper)

[Edit MICR Information](#)

(These options are not available when printing MICR information)

☐ Print Checks in the Middle of the page

☐ Print Pay Stubs Only

(Works only when printing MICR information)

Move Printed Data: ☐ Up ☒ Down by 0 Hundredths of an Inch (valid values: 0 to 29)

☐ Don't Print "VOID AFTER 90 DAYS" Line

☒ **Print Signature on Check** (Works with Both Pre-printed and Blank Checks. Requires Option #4)

Signature File Path: (Max 100 characters) [Browse...](#)

Payroll Mate doesn't create its own copy of the Signature image file. Please make sure you don't delete, move, or rename this file.

[Signature File Info...](#)

Employees who received Payroll Checks in the specified period:

☐ Smith, Wilson
☐ Whitaker, Nelson
☐ Wilson, James

[Select All](#)

[Select None](#)

[Select by Department](#)

[Select Employee Range](#)

[OK](#)

[Cancel](#)

Check the box **Print Signature on Check** 5

Click **Browse** to navigate to your signature file 6

Select the **Employee(s)** to print check(s) for 7

Click **OK** 8

9. The Specify Checks to Print dialog box will close. Click **Print Checks**

[Choose another General Report](#)

Click Print Checks 9

Check Printing

Specify Checks to Print

Preview – Export Checks

Print Checks

Related Tasks

10. **Select the printer** you would like to print to from the drop down
11. Click **OK**

