IMM
The eSignature Company

Please complete the following form. If you have any questions please contact our Project Management team projects@immonline.com for assistance.

Client Information

Company Name:

Company Address:

Logo:

If you still need to send a logo, please ensure it is a high quality TIFF or PCX (JPEG is also acceptable only if TIFF or PCX are not available) and email it to projects@immonline.com or send Camera Ready Art to IMM, 2 City Hall Plaza, 2nd Floor, Rahway, New Jersey 07065

Contact Information

Please ensure that we have a cell phone for the project lead (at least). It is very important that we be able to reach the project lead for setup questions. Delays in getting information can interfere with the implementation schedule. Please ensure the cell phone for the project lead is provided.

Project Lead: Select One

Technical Contact (IT Administrator):

Name:

Title:

Phone:

Cell:

Email:

Additional:

Operations Contact (Decision maker of the check design):

Name:

Title:

Phone:

Cell:

Email:

Additional:

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Check Printers

- Please make sure that all Check Printers are setup and ready to test prior to our installation.
- Check printers should be added a local printer.
- Install the PCL5e or PCL6 type driver for your model printer. Do NOT install Universal Print drivers.
- We do not support printing to a Citrix printer which hands off spool to local printer.

Workstations Processing Starter Checks

If the MICR font is provided by the Install/Designer the font MUST be installed on all workstations that will be processing starter checks.

Check Information

Review the following required information in order for IMM to begin your check design.

Check Paper Stock IMM allows you to use blank check paper stock. That means the complete check image can be generated by the software including logo, signature, or any required verbiage. Check number and MICR line will also be a part of the check data passed from your core system to IMM so they do not have to be pre0printed on your check paper stock.

- In order to supply you with an accurate proof, IMM requires 10-20 sample sheets of the check paper stock that you will be using. DO NOT write anything on this paper stock. Please mail them to us as soon as you can.
- For your check paper and MICR toner needs, please call our Comply division at 800.836.4750 x115. They are experts in check paper solutions and will make sure you checks and check 21 compliant. They offer a wide variety of stock as well as custom options. If you decide to use them, then you do not have to mail check paper stock.

Do you have pre-printed check stock?

Are you ordering check stock from Comply?

Do you want to show the address on the check design?

Address:

Check Types

Starter Checks can be printed from various account types - Checking Account, Money Market, Home Equity, VISA etc... IMM will generate one check design - which is included in the software price. Additional check designs will be billed at $80/hr with a base price of $500 for Annual Maintenance.

How many check designs are required?

If more than one check design, enter your account types:

IMM requires the voided check for each account type along with the matching XML data

Check Printing

Will you be providing the printed checks in booklet format OR the sheet of checks to the member?

Select One

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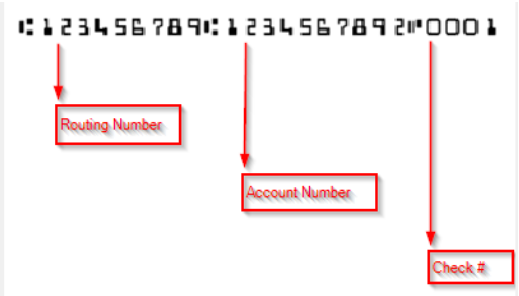
MICR Information

Routing Number:

Enter your FI's Routing number:



Account Number:

Lets enter all details of the Account Number for your Starter Checks.

Maximum Characters allowed for Account Number:

Should the Account Number be padded with zeros to fullfill the max character length?:

Should the Account Number be padded with any other prefix # to fullfill the max character length?:

What is Dack Digit: Review your check and see if the account number includes an extra number at the end. If yes then the extra number is referred as dack digit. Your core system may or may not generate dack digit. Ex: the account number in the core system is 12345678 but my checks show 9 as an additional number. This means the dack digit is enabled for your starter checks.

Does your Account Number printed on your starter checks includes dack digit?

If Yes, then provide us all the details on how you calculate your dack digit:

What is the modulus formula number used to generate dack digit?: Select One

Check dack digit calculation. Review your check dack digits.

- If check dack digits are 0, 1, 2, 3, 4, 5, 6, 7, 8 (There are 9 possible characters), then its Modulus 9.
- If check dack digits are 0, 1, 2, 3, 4, 5, 6, 7, 8, 9 (There are 10 possible characters), then its Modulus 10.
- If check dack digits are 0, 1, 2, 3, 4, 5, 6, 7, 8, 9 and " " (There is one possible character including a blank space - 11 possible characters), then its Modulus 11.

Depending on the modulus formula #, the weighing factor will be applicable - What is weighing factor used to generate dack digit?:

Ex: 2121, 1212, 11111, 973. Depending on the account number and weighing factor length, we may ask you to support additional documentation to show us exactly how the weighing factor is applied to the account number. We will inform you if we need additional documentation.

Maximum Characters allowed for Account Number including dack digit (if applicable):

IMM requires the voided check for each account type along with the matching XML data. IMM can review the XML data and verify if we need to program the account number within the LaserChex OR has it already been programmed by your host system.

Check Number:

Maximum digits allowed for check numbers:

Should the Check Number be padded with zeros to fullfill the max character length?:

Should the Check Number be set to default number?:

MICR # for each check design:

Do each check types have the same MICR line?

If not, then provide additional details for each check types:

Proof for each check type - IMPORTANT - PLEASE READ CAREFULLY The designer will email the proof of each check type. The proof is submitted for your approval oftext, graphic and general content. Every effort has been made to create the proof accurately.Since there is always a possibility of incorrect interpretation and errors, we request that you review this proof carefully.Please checkthe proof for correct spelling, graphics, routing and transit numbers (when applicable) and account numbers (when applicable). We will not proceed until we receive back an email confirmation of proof approval.

Check Design Changes Please note that each check type install includes a 45 day warranty period from the live date. Corrections will be completed at no additional charge but additional revisions beyond the original scope will be billed at the hourly rate at $80/hr. Once 45 days from the live date of TotaleChecks has passed, a new proposal* will be provided for all future changes or revisions.

Signature

Printed Name