

Payee Positive Pay Tips & Best Practices

For companies to have the best user experience possible, we have outlined some best practices to help make the process more efficient.

Ideal Check Formatting

Companies will find the most success following these suggestions in their check designs and format.

- Paper weight should be 24" MICRBond (to ensure better image quality when physically captured with a reader).
- Use check stock with no backgrounds or lighter colored backgrounds and no logos or marks in the payee field. Any background patterns, images or watermarks on the check stock that is within the area of the data to be recognized can interfere with recognition results.
- Check stock should be consistent for each account.
- Minimum 200 dpi resolution required; 600 dpi or higher resolution preferred.
- Printing with an ink jet or laser printer will produce best results.
- Check printing should be consistent with the payee information in the same location per account.
- Checks should be fixed width (fixed spacing) 10-point font or higher for the Payee Block and Amount. Font size 12 or 14 will produce best results.
- Sans Serif fonts are preferred (no bold). For example, Courier New, Courier, Lucida Console, Terminal, and Letter Gothic are all acceptable fonts. Courier New is preferable.
- "PAY TO THE ORDER OF" should not be italicized or underlined and must be printed horizontally at the same level to the left of the payee name. Payee Name should be printed to the right of "PAY TO THE ORDER OF" starting from the position of the keyboard "PAY" or lower.
- Payee name should be a maximum of 100 characters, left aligned and single line spacing should be used.
- Up to four payee names are permitted.

- The payee name and amount should be surrounded by an area of white space, with a minimum of 2 empty lines. This will minimize the interference of any irrelevant printed information on the item and allow for some shifting/offset of the data's location during the scanning process.
- Payee name should not be italicized, bolded or underlined and words should be separated by one (1) single blank space.
- Payee Name should be printed only once on the check, within the Payee Block. Do not split the Payee Block into two non-adjacent parts (the Name and the Address).
- Uppercase characters will produce best results.

Figure 1.1

Good Example: A check stock that is light colored, with no logos in the payee field.

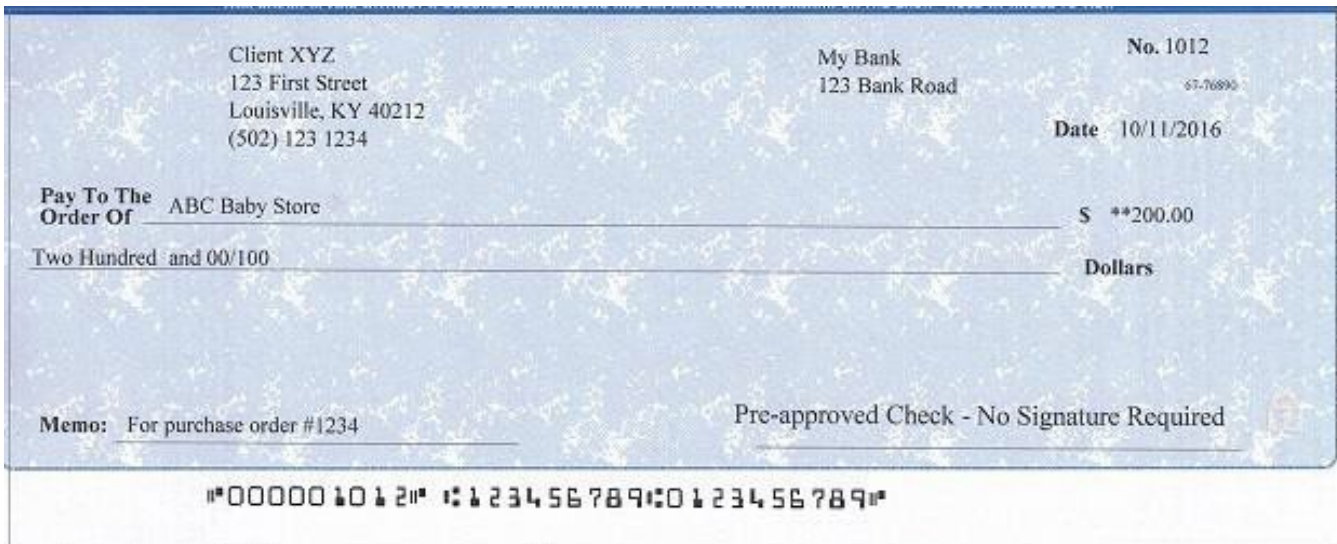


Figure 1.2

Bad Example: A check with a background that is too dark and may cause issues when scanning.

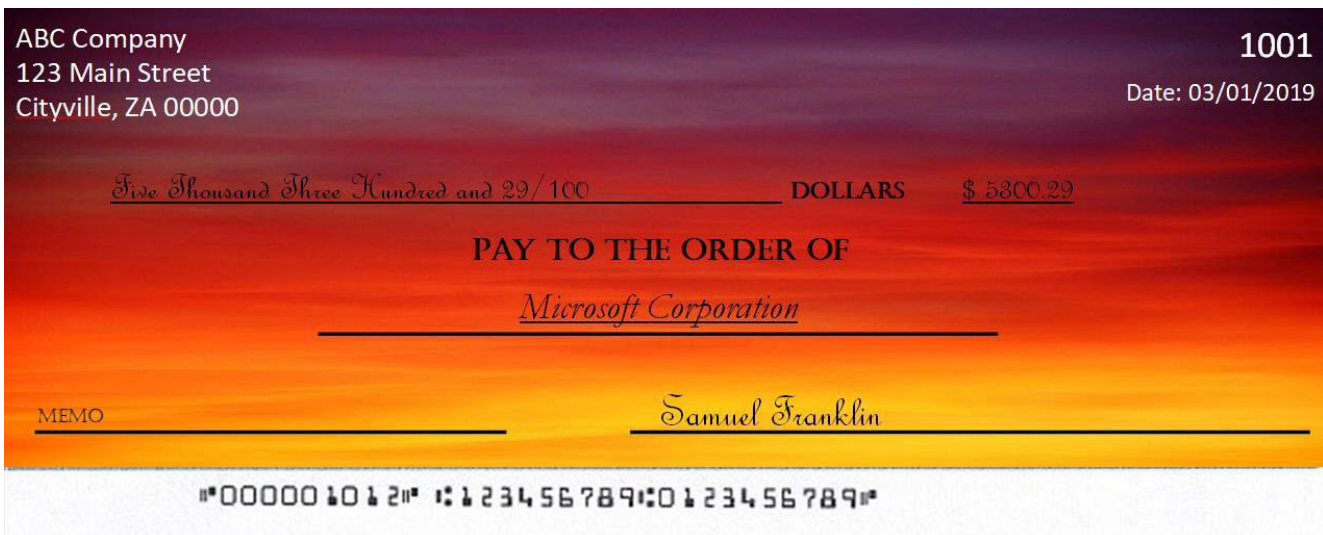


Figure 1.3

Good Example: Payee Block and Amount use fixed width spacing, 12-14 font size sans serif fonts.

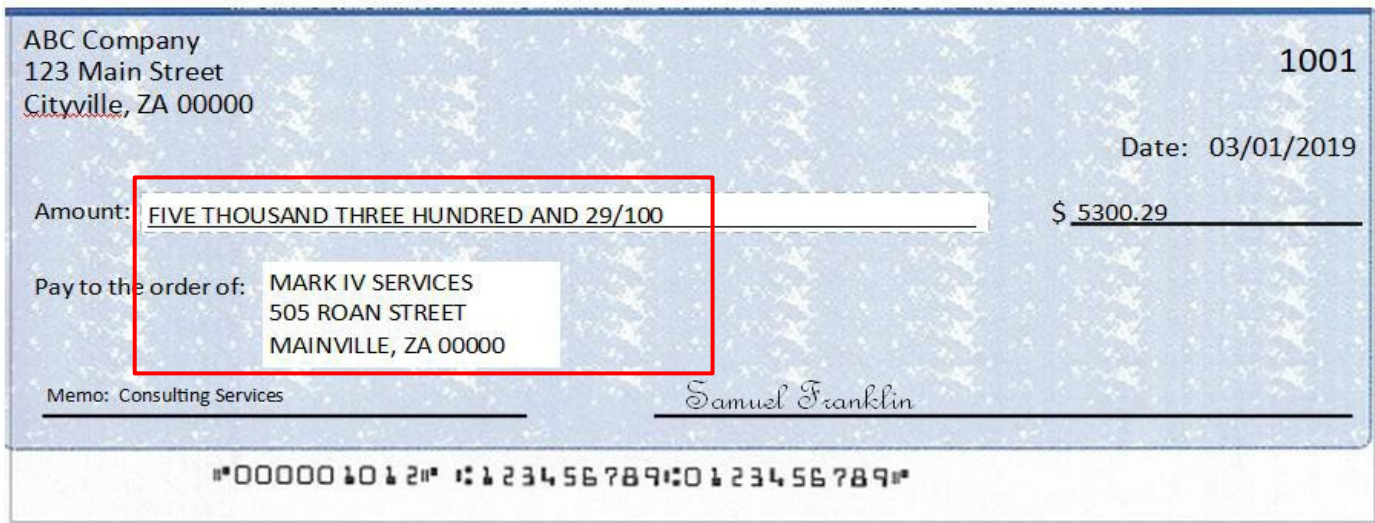


Figure 1.4

Bad Example: Serif font is used, non-fixed-width spacing and bolded font that is less than a 12-14 font size.

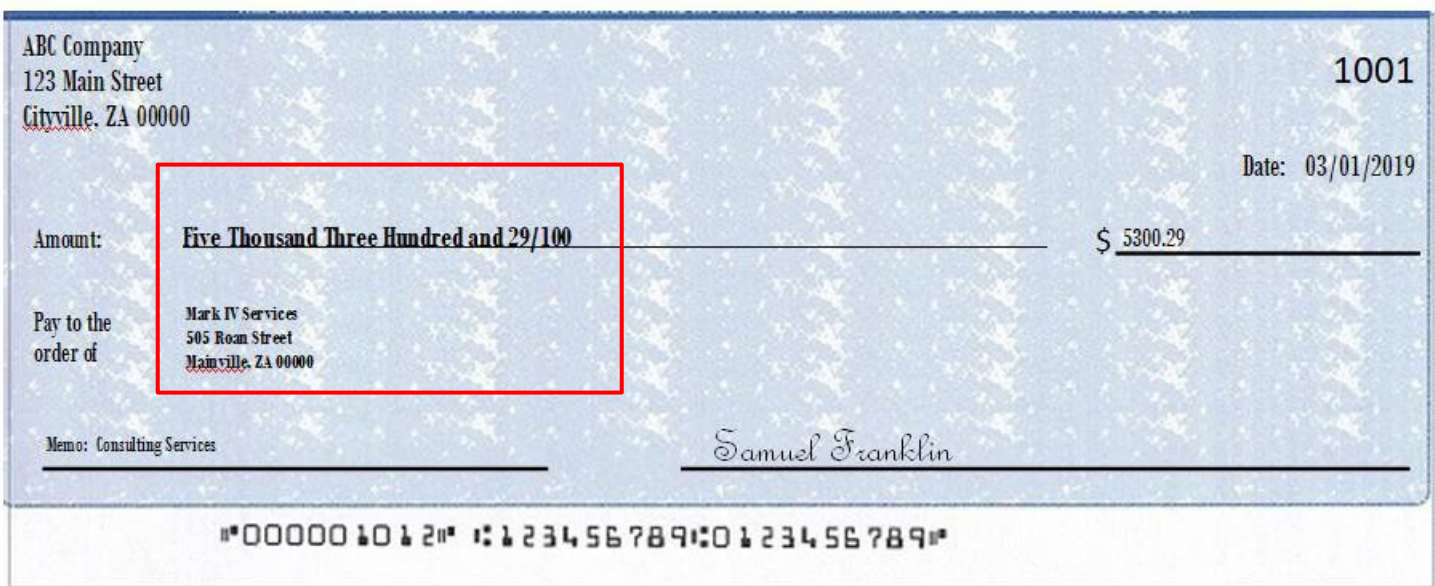


Figure 1.5

Good Example: "Pay to the Order Of" is horizontally printed at the same level as the payee name. The font is not italicized or underlined.

ABC Company
123 Main Street
Cityville, ZA 00000

1001

Date: 03/01/2019

Amount: FIVE THOUSAND THREE HUNDRED AND 29/100 \$ 5300.29

Pay to the order of: MARK IV SERVICES
505 ROAN STREET
MAINVILLE, ZA 00000

Memo: Consulting Services Samuel Franklin

⑈000001012⑈ ⑆123456789⑆0123456789⑈

Figure 1.6

Bad Example: "To The Order Of" appears instead of "Pay To The Order Of" and is not horizontally printed next to the Payee Block. The font is italicized.

ABC Company
123 Main Street
Cityville, ZA 00000

1001

Date: 03/01/2019

Five Thousand Three Hundred and 29/100 DOLLARS \$ 5300.29

TO THE ORDER OF
Microsoft Corporation

MEMO Samuel Franklin

⑈000001012⑈ ⑆123456789⑆0123456789⑈

Figure 1.7

Good Example: Payee name and amount surrounded by an area of white space. Payee name is left aligned and single spaced. Payee name printed in uppercase letters, and is not italicized, bolded or underlined. The payee name is not split into non-adjacent parts and printed only once on the check.

ABC Company
123 Main Street
Cityville, ZA 00000

1001

Date: 03/01/2019

Amount: FIVE THOUSAND THREE HUNDRED AND 29/100 \$ 5300.29

Pay to the order of MARK IV SERVICES
505 ROAN STREET
MAINVILLE, ZA 00000

Memo: Consulting Services Samuel Franklin

⑈000001012⑈ ⑆123456789⑆0123456789⑈

Figure 1.8

Bad Example: Payee name not surrounded by white space. Font is bolded and upper and lowercase letters are used in the payee block. Payee name is in a separate area than the payee address and therefore is not left aligned.

ABC Company
123 Main Street
Cityville, ZA 00000

1001

Date: 03/01/2019

Amount: Five Thousand Three Hundred and 29/100 \$ 5300.29

Pay to the order of **Mark IV Services** 505 Roan Street
Mainville, ZA 00000

Memo: Consulting Services Samuel Franklin

⑈000001012⑈ ⑆123456789⑆0123456789⑈

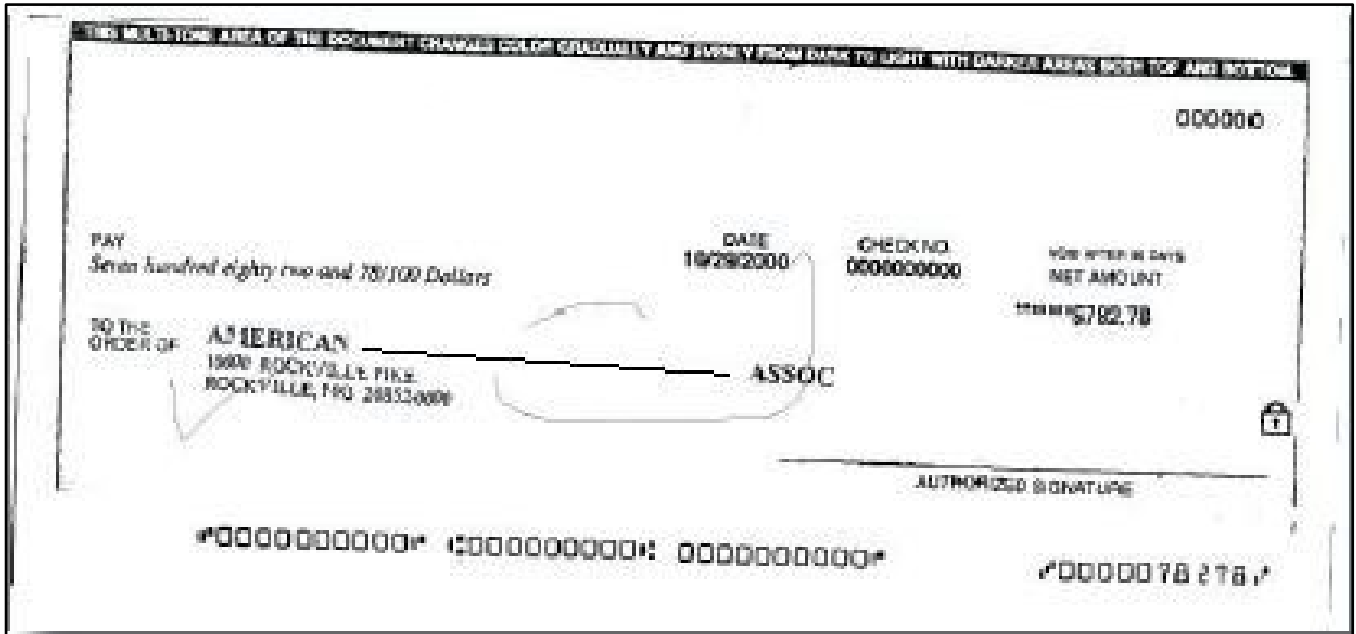
Other Common Check Formatting Problems

The following are some examples of check formats which cause processing errors and issues with payee scoring.

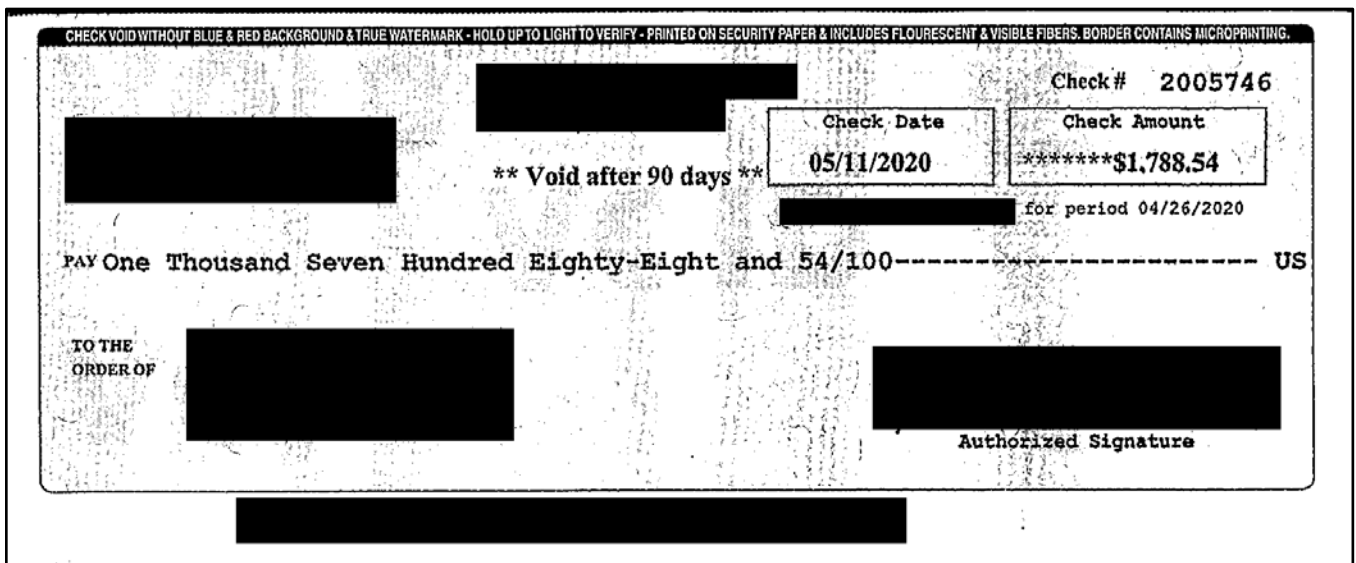
Bad Scans & Poor Image Quality

Poor image quality can interfere with scans.

It appears the check paper was inserted into the printer improperly, causing the payee name information to print in a blurred/slanted condition and therefore cause issues with scanning. [Payor name, Payee name and bank name partially removed for confidentiality]



Poor Image Quality. Payee area only states "To the Order of" and is not horizontally printed. The boxes around date and amount might cause issues with scanning.



Poor image quality. Check fields are in non-serif fonts. Boxes around check fields may cause issues with scanning. "Pay To The Order Of" is not horizontally printed.

[REDACTED]						1-1335/260
PAYROLL ACCOUNT						
06758		3931.0000	10573		06/03/20	\$920.34
Check No.	Co. ID	Department	ID Number	Social Security Number	Pay Date	Net Pay
Pay This Amount						
*****NINE HUNDRED TWENTY DOLLARS & 34 CENTS*****						
Acme Commercial Bank						
PAY To The Order Of	MARK LEWIS 987 Ridge Road Franklin, ZA 00000			[REDACTED]		
[REDACTED]						