



Positive Pay

Best Practices for Payee Name Verification

- Payee name in issue files and Payee Name printed on check must **match exactly**.
- Paper weight should be **24" MICRBond** to ensure better image scan quality.
- Use check stock with no backgrounds or lighter colored backgrounds. No logos or marks in the payee field.
- Checks should be fixed width (fixed spacing).
- **Fonts:**
 - 10 point or higher
 - **Note:** Size 12 or 14 will produce the best results.
 - Sans Sarif preferred, use the following:
 - Courier New (Recommended)
 - Courier
 - Lucida Console
 - Terminal
 - Letter Gothic
 - No bold formatting
- Ink jet & laser printers produce the best results.
- **Uppercase characters** produce the best results.
- PAY TO THE ORDER OF:
 - Not *italicized* or underlined
 - Printed horizontally at the same level to the left of the payee name.
- Payee Names:
 - Less than 100 characters
 - Left aligned with single line spacing used.
 - Surrounded by an area of white space.
 - Not *italicized*, **bolded**, or underlined.
 - Printed only once on the check, within the Payee Block.
- Up to 4 payee names are permitted. The Multi-Line Payee Name Separator character designated in the Issue Template must match the loaded Issue Files.
 - The allowable characters are: ; | , - _ / .
- DPI resolution of 200 or higher.
- **Handwritten Items:** Effectiveness may be reduced with handwritten checks due to observed variations in handwritten numbers and letters.