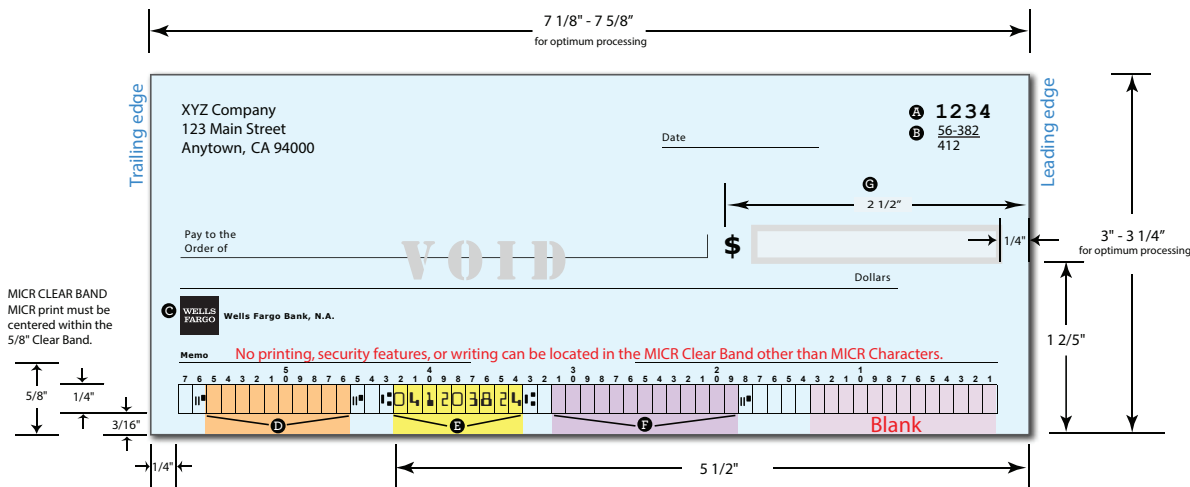


Van Wert Controlled Disbursement

# MICR document design specifications

## Checks



**Additional Information:**

Positions 1-13 must be left blank.

Positions of MICR symbols are: 18 - **⌈** On-us Symbol 33 - **⌋** Transit Number Symbol 43 - **⌋** Transit Number Symbol 45 - **⌈** On-us symbol 50 to 56 (variable) - **⌈** On-us symbol<sup>\*</sup>

<sup>\*</sup>Depending on serial field length and must be right justified.

### Field descriptions

Field name	Field description
<b>A</b> Serial Number	Must be in the upper-right corner and match the serial number in the MICR line (see <b>D</b> for further information).
<b>B</b> Fractional Routing Transit Number	Must be in the upper-right corner, and must correspond to the routing transit number in the MICR line. For a full explanation, see the "ABA key to routing numbers." Refer to the <a href="#">Account information</a> section for the fractional routing transit number to print on your checks.
<b>C</b> Bank Name	Bank name (Wells Fargo Bank, N.A.) is required on the front of the check. The Wells Fargo logo can only be printed on your check stock if you place your order through the Wells Fargo Supply Desk at 1-800-AT-WELLS, option 4.
<b>D</b> Serial Number	Positions 46 through 55. This is a required field. The serial number must be four to ten actual digits in length, for example, 1001 or higher. <b>A</b> and <b>D</b> must match. <b>Note:</b> To use a 10-digit serial number, the check must be at least 7 5/8" in length.
<b>E</b> Routing Transit Number	Positions 34 through 42. Designates the Federal Reserve district, city, and branch. Important: The routing transit number on checks differs from the routing transit number on deposit tickets. Be sure to use the correct routing transit number (see the <a href="#">Account information</a> section), or items will not process correctly. <b>Note:</b> Leave position 44 blank.
<b>F</b> Account Number	Positions 19 through 31. This is a unique 10- or 13-digit number assigned to the account. <ul style="list-style-type: none"> <li>For standard 10-digit account numbers, begin in position 19 and end in position 28, leaving positions 29 through 32 blank.</li> <li>For 13-digit account numbers, begin in position 19 and end in position 31, leaving position 32 blank.</li> </ul>
<b>G</b> Convenience Amount Scan Area	The dimensions on the image above show the allowable location for the convenience amount rectangle, or the printed convenience amount, which can be located anywhere in this allowable location area as long as 1/10" surrounding clear area is maintained. <p><b>Convenience amount rectangle dimensions:</b> Height: Minimum of 3/10"; maximum of 1/2" Width: Minimum of 4/5"; maximum of 2 3/20"</p> <p><b>Note:</b> Printing a border around this area is not required. If you do print a border, refer to the X9.7 specifications for drop-out printing.</p>

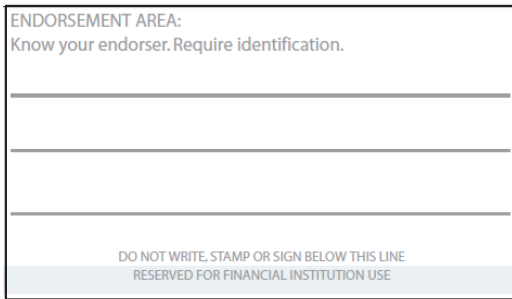
Together we'll go far



# Van Wert Controlled Disbursement MICR document design specifications, cont.

## Back of checks

- Place endorsement area at trailing edge of check. After the endorsement, leave at least 3" of blank space to provide area for bank endorsements.



## Design/required content

Wells Fargo requires that checks conform to industry guidelines of the Accredited Standards Committee, X9. For detailed printing specifications, see publications:

- ANS X9.7 Bank Checks Background and Convenience Amount Field Specifications
- ANS X9.100-10 Paper Specifications for MICR Documents
- ANS X9.100-20 Print and Test Specifications for Magnetic Ink Printing
- ANS X9.100-160 Part 1 Magnetic Ink Printing-Placement and Location
- ANS X9 TR 2 Understanding, Designing and Producing Checks

**Note:** These standards may be obtained from the ASC X9 Web site at: [x9.org](http://x9.org).

- Weight and grain of paper.** 24 lb. long grain MICR bond, or 26 lb. short grain MICR bond paper.
- Ink of check background.** Pastel colors should be used. Do not use black, dark green, red, or dark blue, or pre-dyed paper stock. The areas that should be free of background designs are "PAY TO THE ORDER OF," convenience and legal amounts, MICR clear band, signature area, and back of the check.
- Security features.** Print any security features (for example, "reverse" printing — light print on dark background) away from information areas (date, payee, convenience and legal amounts, signature). Security features must not be present in the MICR clear band.
- Convenience amount field.** Print convenience amount rectangle in drop-out ink. If using a laser printer to create checks, do not print a rectangular frame. No extraneous marks or printing may appear within the convenience amount rectangle.
- Image scanning.** The courtesy amount and the MICR clear band scan areas must have a reflectance of at least 60% and a print contrast signal (PCS) of no more than 0.30. The date, legal amount, payee name, and signature areas must have a reflectance of at least 40% and a paxel count of 12 or fewer.

- Laser printed checks.** Wells Fargo prefers top perforation of checks; perforations on sides and/or bottoms can substantially increase processing errors, raising costs and lowering service quality for your account.

**Note:** Additional check specifications and printing guidelines apply to the Payee Validation service. Contact your Wells Fargo representative for additional details.

## MICR line specifications

- MICR font and ink.** E13B MICR font must be used to print all characters in the MICR line. MICR toner magnetic ink must be used to print the MICR characters.
- MICR clear band.** The MICR clear band must remain clear of any markings, printing, security features, or writing other than the MICR characters in the MICR line.
- Trailing edge of checks.** Leave at least 1/4" clear from left trailing edge of checks before first MICR symbol.

## MICR/image quality testing procedures

- For check orders placed with the Wells Fargo Supply Desk at 1-800-AT-WELLS (289-3557), option 4.** Pre-printed style (non-computer-generated) check orders from the Supply Desk do not require testing. Continuous or laser style (computer-generated) check orders may be subject to testing. The vendor can recommend check stock and print/security features that meet image quality standards and will notify you if testing is required. Please contact your account representative if checks are printed at a bank-approved check-printing vendor to be excluded from the required testing.
- For check orders not placed with the Wells Fargo Supply Desk.** All checks printed on your own equipment, or by a non-bank approved check-printing vendor, must be submitted for MICR/image quality testing. A random sample of 10 voided checks must be submitted to Wells Fargo for MICR/image quality testing. Successful testing is required before your new account(s) will be opened to accept paper processing. Please submit samples from each press, if multiple presses are used, and for each check design/color.
- Note:** Please remove all stubs, carbons, and extra paper from checks before submitting for testing.
- Submit your test checks to your implementation coordinator or your customer service or relationship officer.**

*(The account officer must fill in the address in the spaces below)*

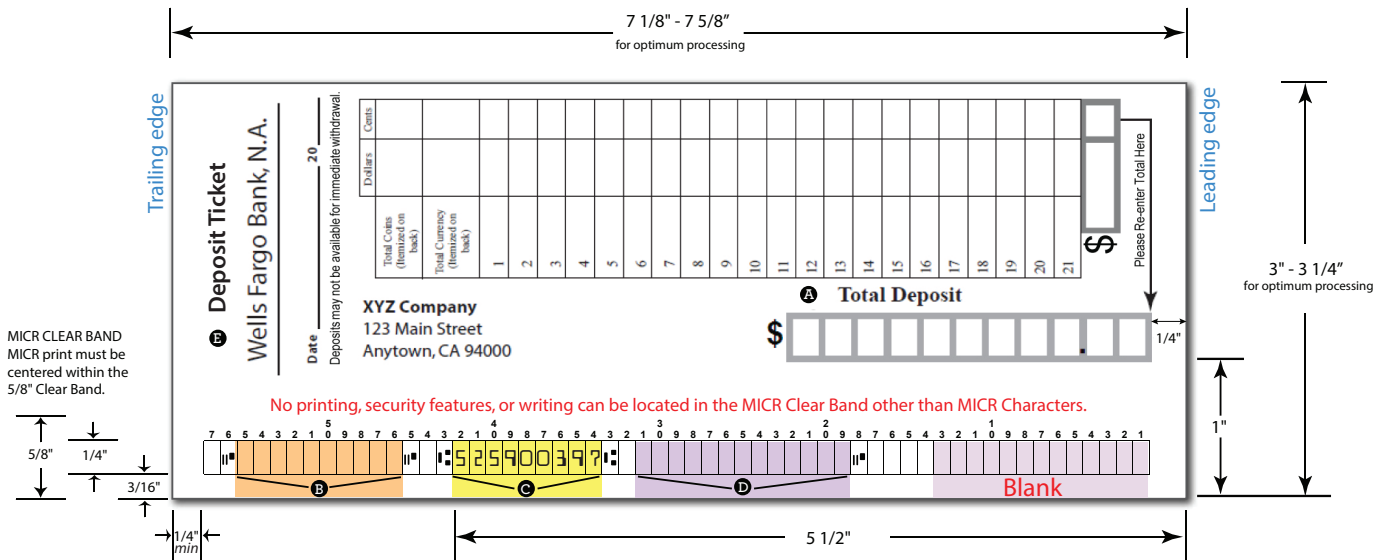
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*For questions, please contact your customer service or relationship officer.*

# Van Wert Controlled Disbursement MICR document design specifications, cont. Deposit tickets



Additional Information:  
Positions 1-13 must be left blank.

Positions of MICR symbols are: 18 -  $\parallel$  On-us Symbol 33 -  $\blacksquare$  Transit Number Symbol 43 -  $\blacksquare$  Transit Number Symbol 45 -  $\parallel$  On-us symbol 50 to 56 (variable) -  $\parallel$  On-us symbol\*

\*Depending on serial field length and must be right justified.

In addition to the below specifications, Wells Fargo requires that deposit tickets conform to industry guidelines set forth by the Accredited Standards Committee X9. For detailed printing guidelines, see publication ANS X9.100-120: "Specifications for bank deposit tickets."

## Field descriptions

Field name	Field description
<b>A</b> Amount of Deposit	The Image Character Boxes must be printed in a drop-out ink, and each box must be 3/16" wide by 1/4" tall. For specific dimensions, refer to ANS X9.100-120: "Specifications for bank deposit tickets."
<b>B</b> Serial Number	Positions 46 through 55. This is NOT a required field. The serial number can be four to ten actual digits in length, for example, 1001 or higher.
<b>C</b> Deposit Routing Transit Number	Positions 34 through 42. <b>Important:</b> The routing transit number on deposit tickets differs from the routing transit number on checks. Be sure to use the correct routing transit number (shown in the <a href="#">Account information</a> section), or items will not process correctly. <b>Note:</b> Leave position 44 blank.
<b>D</b> Account Number	Positions 19 through 31. This is a unique 10- or 13-digit number assigned to the account. • For standard 10-digit account numbers, begin in position 19 and end in position 28, leaving positions 29 through 32 blank. • For 13-digit account numbers, begin in position 19 and end in position 31, leaving position 32 blank.
<b>E</b> Bank Name and Disclaimer	The bank name (Wells Fargo Bank, N.A.) and immediate withdrawal disclaimer are required on all deposit tickets.

## Back of deposit ticket

**Leading edge**

Currency Count	
X	100
X	50
X	20
X	10
X	5
X	2
X	1
Total Currency	
Coin Currency Count	
X	.50
X	.25
X	.10
X	.05
X	.01
Total Coin	
TOTAL COIN & CURRENCY	

Van Wert Controlled Disbursement  
 MICR document design specifications, cont.  
 Account information

The below information specific to your account will be completed by your account officer.

<b>Account name:</b>	
<b>Address:</b>	
<b>City/State:</b>	
<b>Account number:</b>	<b>Starting serial number:</b>
<b>Check routing transit number: 041203824</b>	
<b>Deposit routing transit number: 525900397</b>	
<b>Fractional routing transit number:</b>	<b>56-382</b> _____
	<b>412</b>
<b>Bank name: * Wells Fargo Bank, N.A.</b>	

\* **Note:** If you will be issuing payroll checks against this account in the states of California, Colorado, Florida, Georgia, or Utah, and need a Wells Fargo branch address to print on your check stock to designate a location where your employees can negotiate the checks, the following branch locations can be used:

California	Payable if desired at any Wells Fargo branch in California, including 464 California Street San Francisco, CA 94104
Colorado	Payable if desired at any Wells Fargo branch in Colorado, including 1740 Broadway Denver, CO 80274
Florida	Payable if desired at any Wells Fargo branch in Florida, including 1 Independent Drive Jacksonville, FL 32202
Georgia	Payable if desired at any Wells Fargo branch in Georgia, including 171 17th Street N.W. Atlanta, GA 30363
Utah	Payable if desired at any Wells Fargo branch in Utah, including 299 South Main Street Salt Lake City, UT 84111