

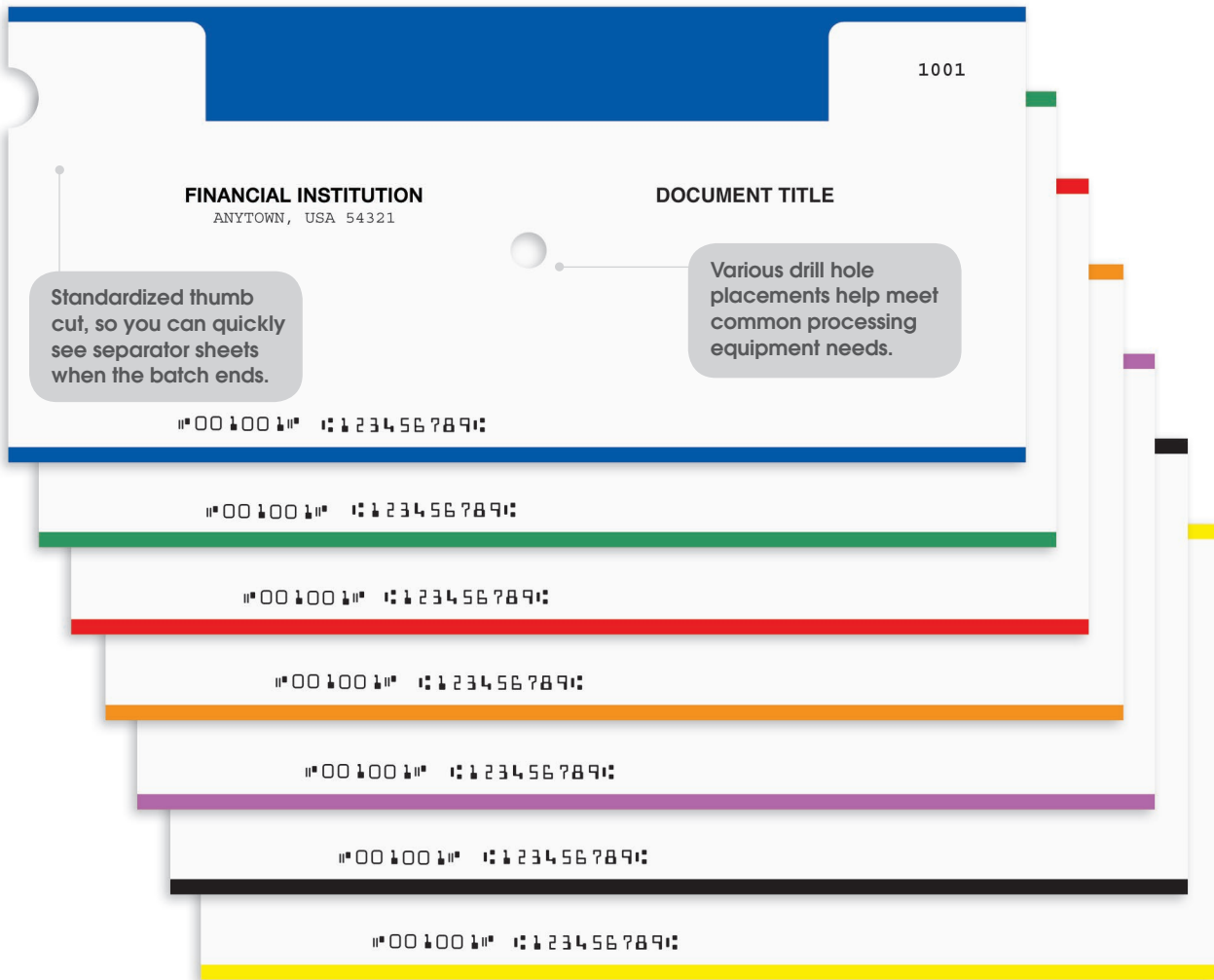




miscellaneous processing products

Informational Forms  
*Check Stock* Control Documents  
Transaction Records  
Correction Labels *Deposit Bags*  
Collection Forms Check Strips

# Standard Process Control Documents



PCD-1

## SPECIALIZED EQUIPMENT & ENHANCED MICR NUMBERING CAPABILITIES

<b>Size:</b>	3¾" x 8½"
<b>Border Colors:</b>	Blue, Green, Red, Orange, Purple, Black, Yellow
<b>Parts:</b>	Single-Part Forms
<b>Paper:</b>	24# MICR Bond
<b>Minimum Order:</b>	1,000
<b>Standard Thumbcut:</b>	½" thumb cut 3" from bottom 8⅜" from right

### Standard Drill Hole Placements:

Standard ¼" diameter,  
3¾" on center from right,  
1¾" from bottom **or**  
2¼" from bottom

Available with custom drill  
hole placements

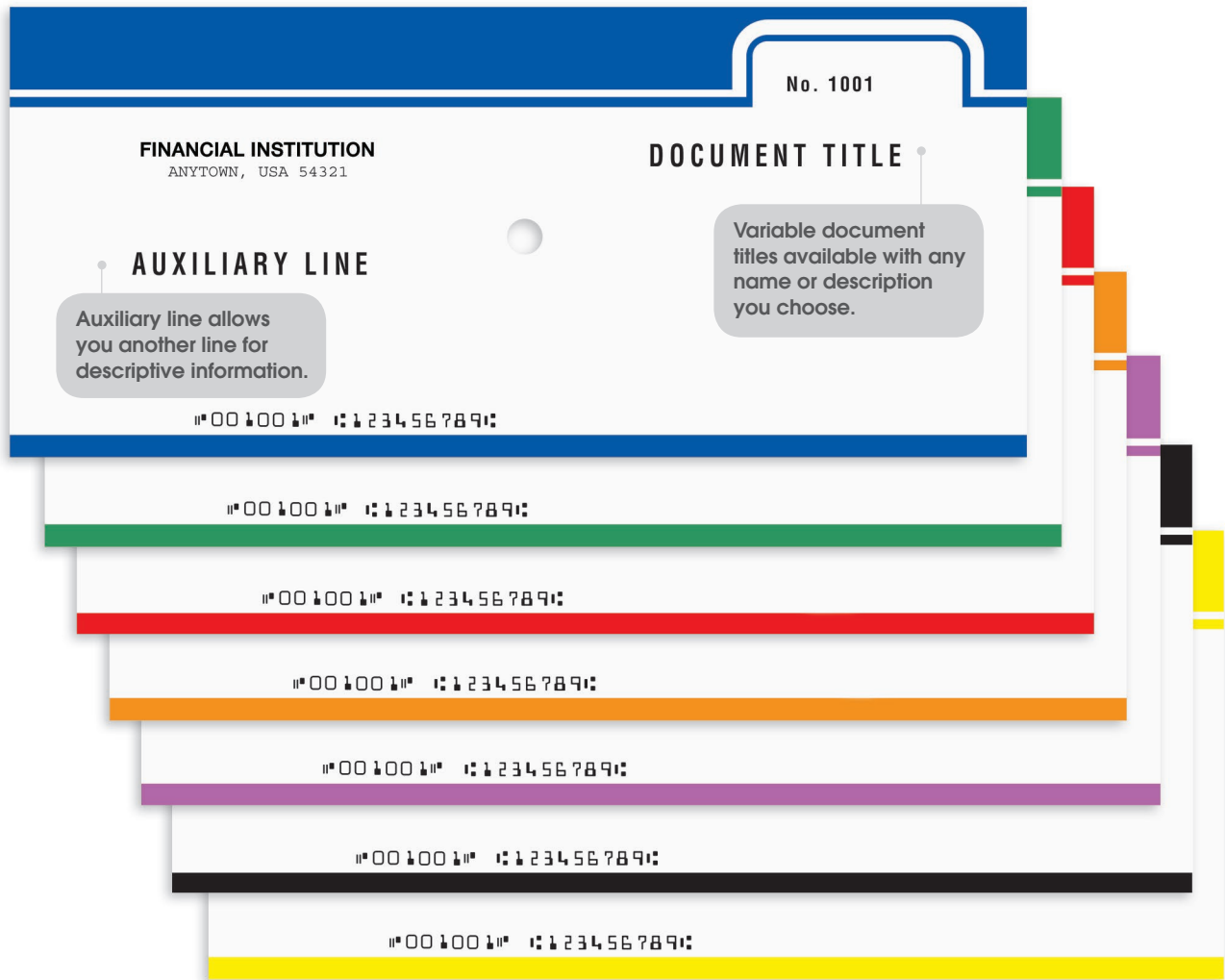
### Variable Information:

- Financial Institution's Imprint
- Static MICR Codeline
- Document Title

### Numbering Capabilities:

- Resets
- Arabic Consecutive Numbering
- MICR Consecutive Numbering
- Book & Page Numbering
- Hold & Repeat Numbering
- Other Special Numbering Requirements

# Standard Process Control Documents



PCD-2

**Size:** 3¼" x 8½"

**Border Colors:** Blue, Green, Red, Orange, Purple, Black, Yellow

**Parts:** Single-Part Forms

**Paper:** 24# MICR Bond

**Minimum Order:** 1,000

**Standard Drill Hole Placements:** Standard ⅜" diameter, 2⅜" from bottom, centered left and right

**Variable Information:**

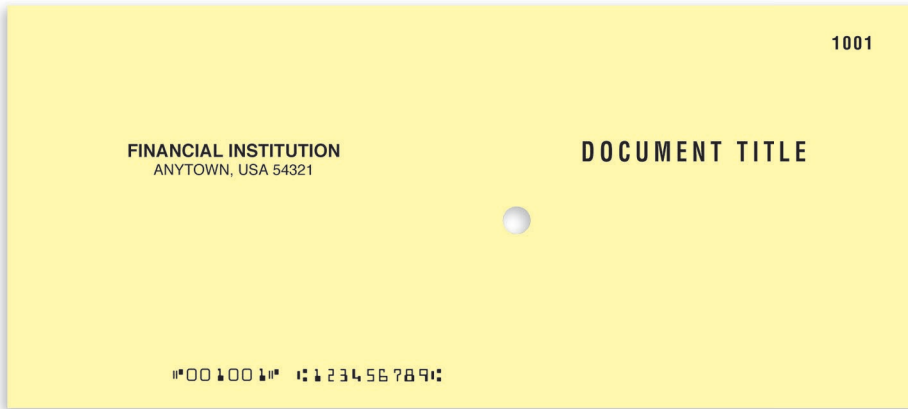
- Financial Institution's Imprint
- Static MICR Codeline
- Document Title
- Auxiliary Line Available

**Numbering Capabilities:**

- Resets
- Arabic Consecutive Numbering
- MICR Consecutive Numbering
- Book & Page Numbering
- Hold & Repeat Numbering
- Other Special Numbering Requirements

**QUALITY PRODUCTS & GUARANTEED READABILITY**

# Standard Process Control Documents



PCD-4

**WE CAN ALSO  
SUPPLY CUSTOMIZED  
DOCUMENTS  
AS NEEDED**

<b>Size:</b>	3¾" x 8½"
<b>Colors:</b>	White, Pink, Blue, Green or Canary
<b>Parts:</b>	Single-Part Forms
<b>Paper:</b>	24# MICR Bond
<b>Minimum Order:</b>	1,000

**Standard Drill Hole Placements:**  
Standard ¼" diameter,  
3¾" on center from right,  
1¾" from bottom **or**  
2¼" from bottom

Available with custom drill hole placements

- Variable Information:**
- Financial Institution's Imprint
  - Static MICR Codeline
  - Document Title

**Numbering Capabilities:**

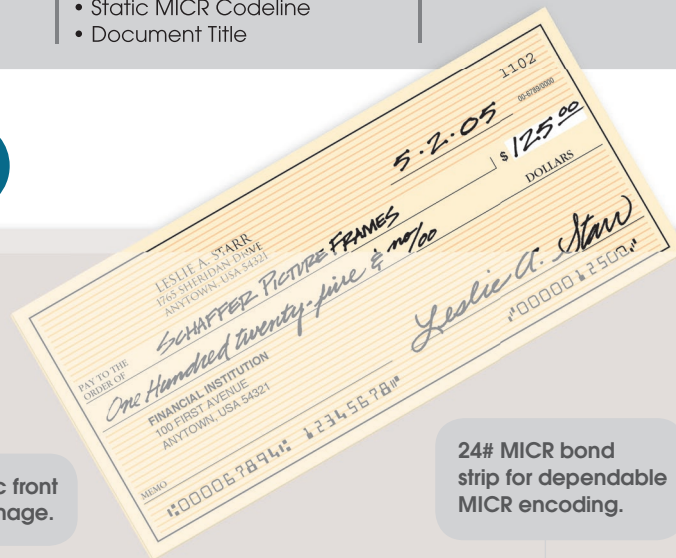
- Resets
- Arabic Consecutive Numbering
- MICR Consecutive Numbering
- Book & Page Numbering
- Hold & Repeat Numbering
- Other Special Numbering Requirements

## Document Carriers

Translucent back for efficient visual analysis, microfilming or image capture of the enclosed document.

Non-static plastic front for sharp clear image.

24# MICR bond strip for dependable MICR encoding.



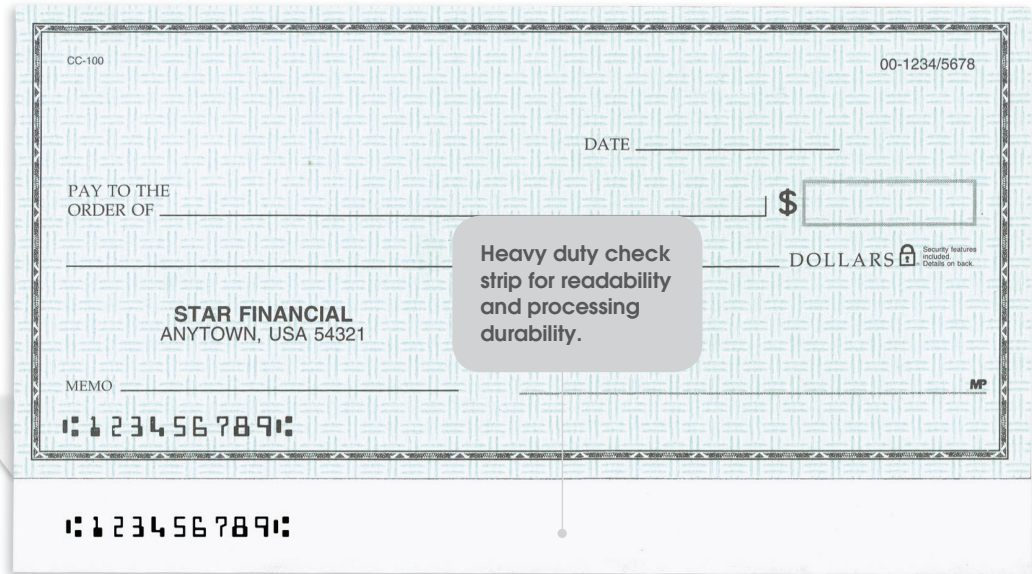
**804824** (Non-sealable/Non-encoded)  
Color & Paper: Canary Bond Strip

**LOW MINIMUM QUANTITIES  
TO REDUCE SPACE  
& COST OF INVENTORY**

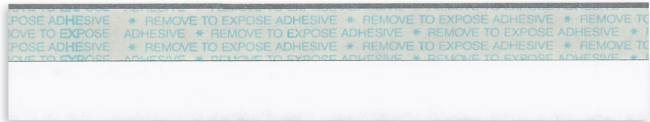
<b>Size:</b>	4" x 9"
<b>Minimum Order:</b>	1,000
<b>Normal &amp; Economy Order:</b>	Multiples of 1,000

Although the Federal Reserve System requires the number 2 to be printed in position 44 in the MICR line, we do not guarantee the readability of this character when preprinted by us, due to potential alignment problems with characters post-encoded at the bank or processing center.

Translucent adhesive strip to allow for scanning, microfilming and endorsements.



Heavy duty check strip for readability and processing durability.



**CST-600**  
Size: 1 1/8" x 6"



**CST-7316**  
Size: 1 1/8" x 7 3/16"

**Size:** Shown by Check Strip

**Color:** White (Translucent Adhesive Strip)

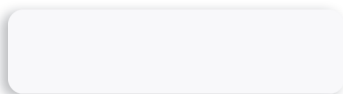
**Minimum Order:** 2,000

**Packaging:** 2,000 per box

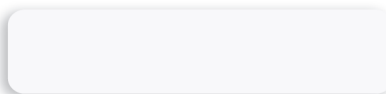
**WAREHOUSED**  
**PRODUCT FOR**  
**QUICK RELEASE**

## Correction Labels

Replace incorrect or damaged MICR codelines with these sure-stick, pressure sensitive correction labels, utilizing special smudge-proof stock with smooth surfaces for maximum codeline quality and minimal reject rates.



**468006** (Foil back)  
**468009** (8 mil thick foil back)  
Size: 1 3/4" x 7/16"  
For routing and transit or On-Us fields (Also, amount fields with careful positioning)  
Actual size shown



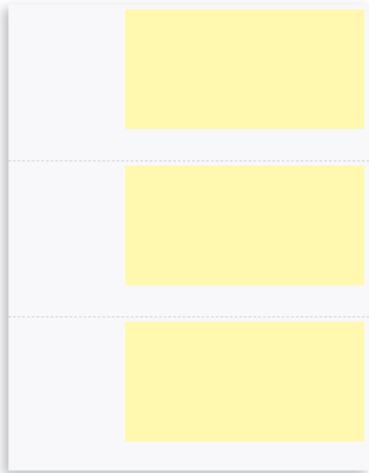
**468007** (Foil back)  
Size: 2" x 7/16"  
For amount field when positioning is tight with On-Us field programs (Also, other fields with careful positioning)  
Actual size shown

**Color:** White

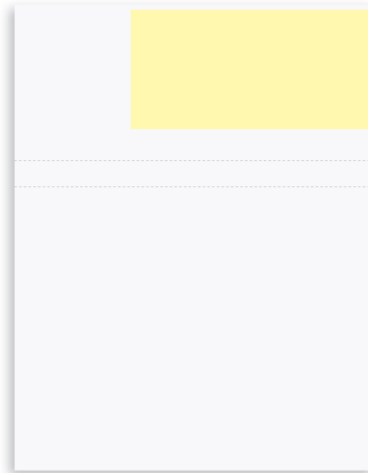
**Parts:** Continuous, packed in dispenser cartons of 1,000 each

**Minimum Order:** 6,000 per style

# Substitute Check Stock



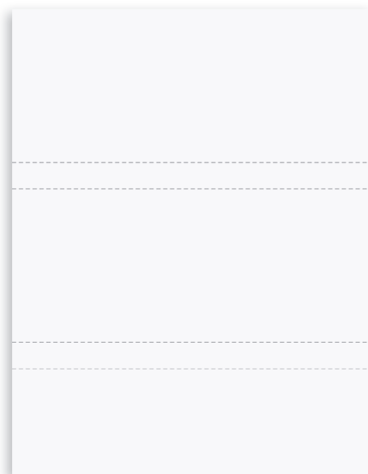
**SCS-100**  
 Forward Collection  
 Sheet Size: 8 1/2" x 11" 3-up  
 Substitute Check Size: 8 1/2" x 3 2/3"



**SCS-201**  
 Return Item  
 Sheet Size: 8 1/2" x 11" 1-up  
 Substitute Check Size: 8 1/2" x 4 1/4"



**SCS-202**  
 Return Item  
 Sheet Size: 8 1/2" x 11" 2-up  
 Substitute Check Size: 8 1/2" x 4 1/4"



**SCS-202B**  
 Blank Return Item  
 Sheet Size: 8 1/2" x 11" 2-up  
 Substitute Check Size: 8 1/2" x 4 1/4"

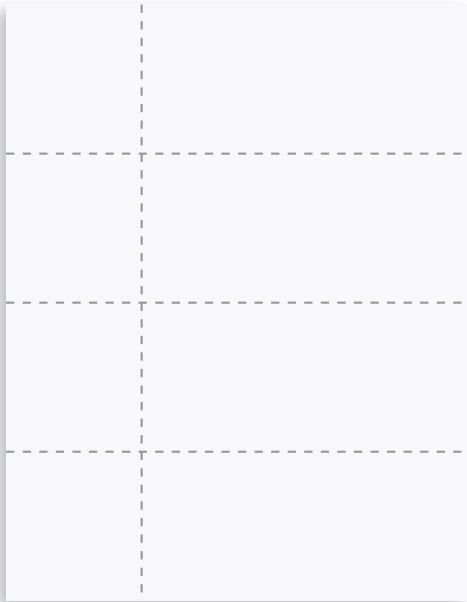


**SCS-203**  
 Return Item  
 Sheet Size: 8 1/2" x 14" 3-up  
 Substitute Check Size: 8 1/2" x 4 1/4"

**GUARANTEED TO MEET  
 ANSI X9.9  
 STANDARDS**

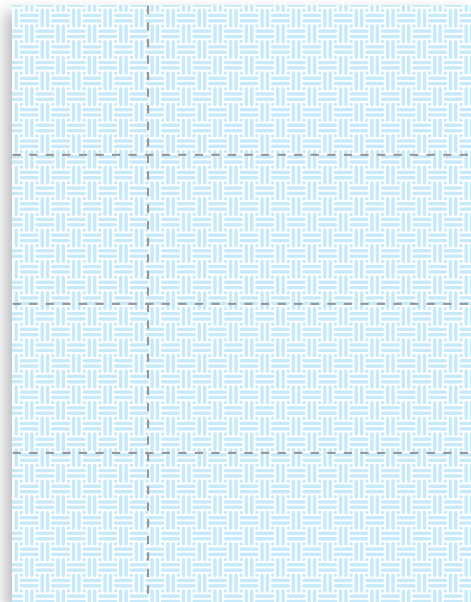
**Size:** Shown by Each Document  
**Color:** White MICR Bond  
**Parts:** Single Part

**Minimum Order:** 500  
**Packaging:** Shrink wrapped in packages of 500; 3,000 per carton



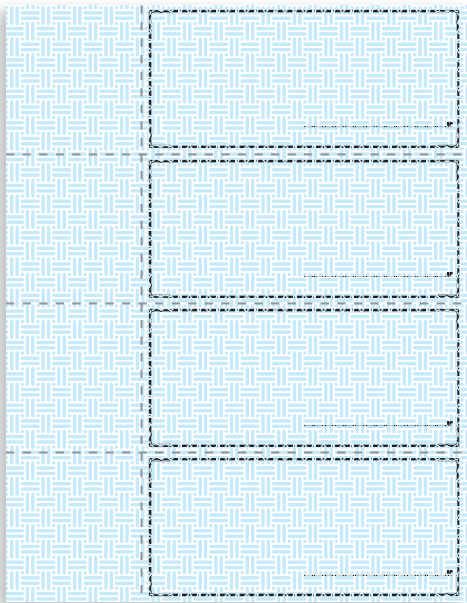
## CS-BLANK-WB

Size: 8 1/2" x 11"  
 Check Sections: 2 3/4" x 6"  
 White Bond 24# (WB)



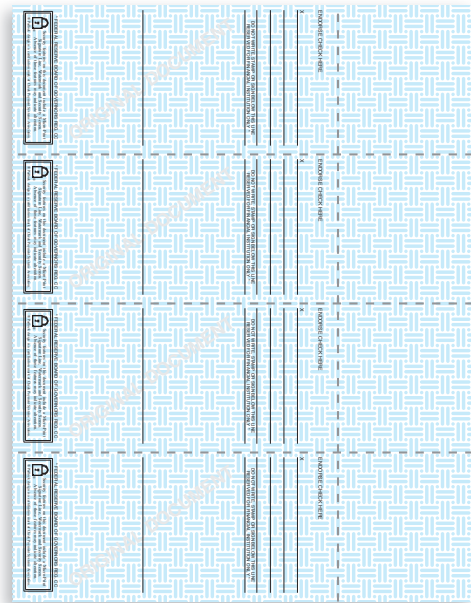
## CS-BLANK-BS

Size: 8 1/2" x 11"  
 Check Sections: 2 3/4" x 6"  
 Blue Safety 24# (BS)



## CS-PP (Preprinted)

Size: 8 1/2" x 11"  
 Stock: Blue Safety 24#  
 Check Sections: 2 3/4" x 6"  
 Black Ink  
 Standard Endorsement Backer (shown on right)



## CS-PP Backer

Perforations and Blue Safety paper shown are exaggerated for visibility.

## Create Your Own...

You can create a form that works for you. You have the choice of eight perforation positions or no perforation. Add one, two or three hole punches if needed for filing in a binder.

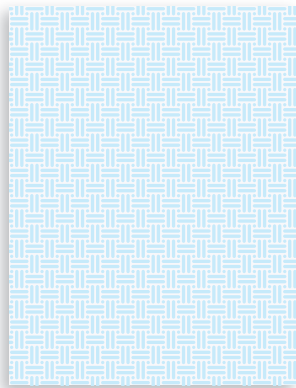
Finish your form with one of the following options:

- White or colored safety paper (blue, green or yellow)
- Burgundy, green, yellow or blue pantograph or phantom
- Black imprint and/or back printing

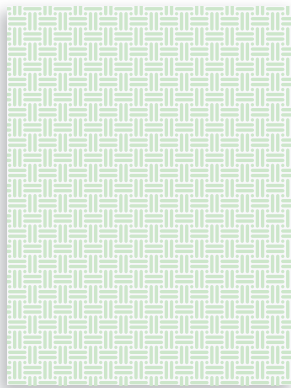
### Paper Stock Selections



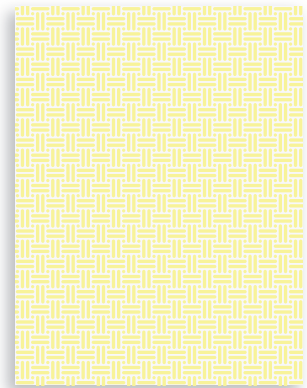
White Safety (WS)



Blue Safety (BS)

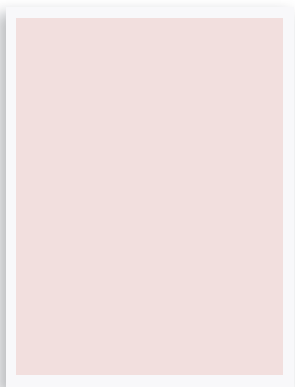


Green Safety (GS)

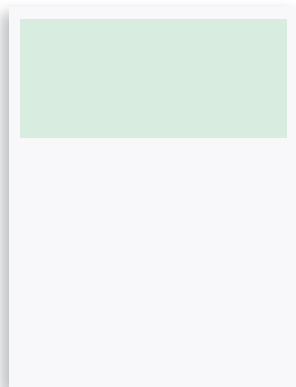


Yellow Safety (YS)

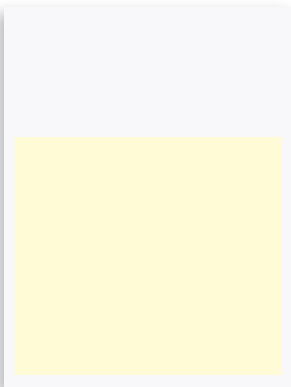
### Ink Color Selections



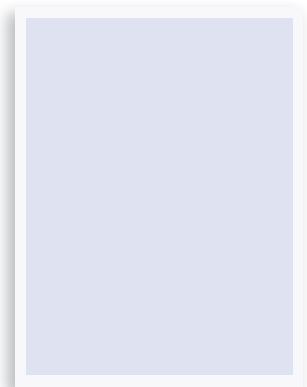
Burgundy PMS 194



Green PMS 347



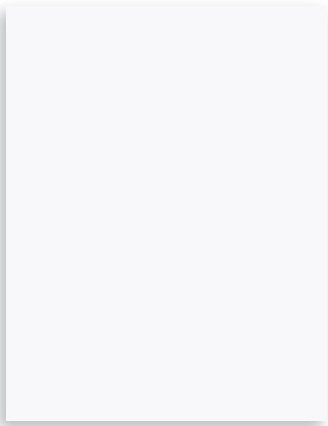
Pantone Yellow



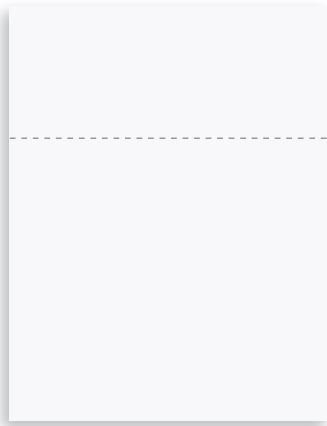
Reflex Blue

**Custom Imprints Also Available.**

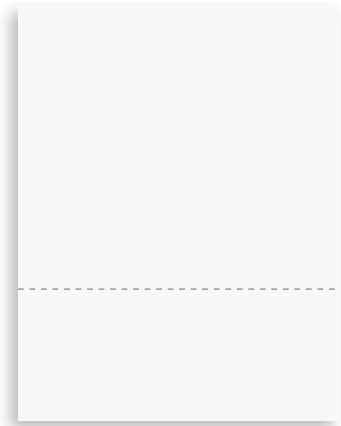
# ...8 1/2" x 11" Statements/Check Stock



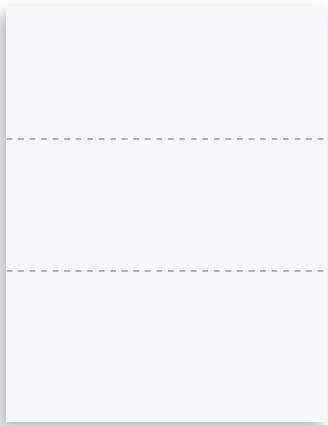
**CS-NP**  
No Perforation



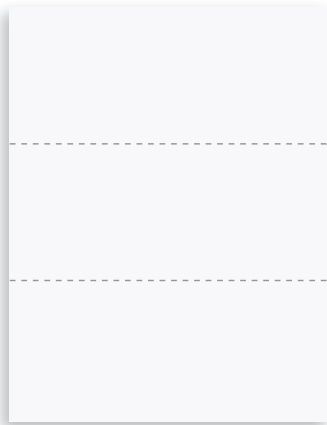
**CS-T**  
Perforation 3 1/2" from top



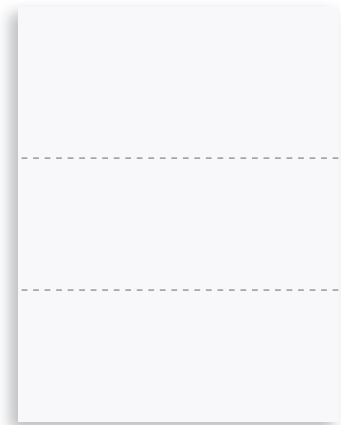
**CS-B**  
Perforation 3 1/2" from bottom



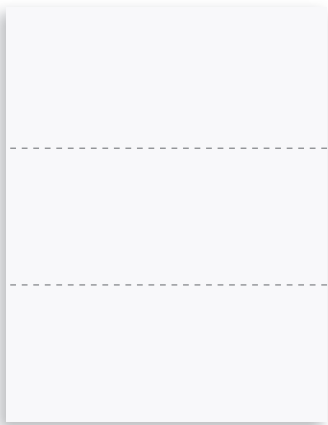
**CS-1T**  
Segment size: 3 1/2" x 3 1/2" x 4"



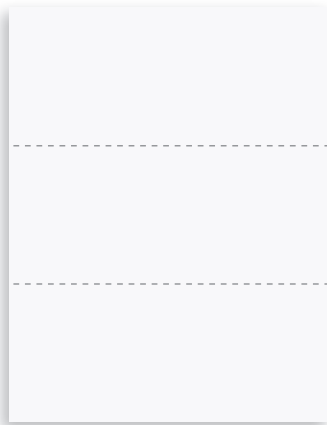
**CS-5T**  
Segment size: 3 5/8" x 3 5/8" x 3 3/4"



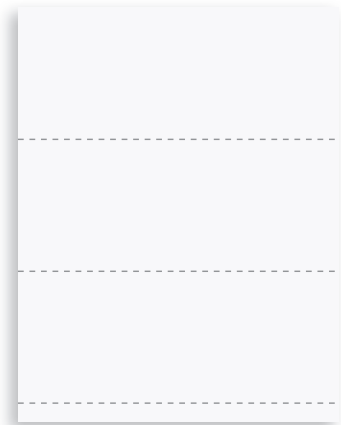
**CS-2B**  
Segment size: 4" x 3 1/2" x 3 1/2"



**CS-4B**  
Segment size: 3 3/4" x 3 5/8" x 3 5/8"



**CS-6P**  
Segment size: 3 2/3" x 3 2/3" x 3 2/3"



**CS-3P**  
Segment size: 3 1/2" x 3 1/2" x 3 1/2" x 1/2"

Perforations shown are exaggerated for visibility.

# Miscellaneous Collection Forms

FINANCIAL INSTITUTION  
ANYTOWN, USA 54321

DATE: \_\_\_\_\_ No. 0000

OPTIONAL ARABIC CONSECUTIVE NUMBERING

YOUR DATE AND/OR NUMBER	DESCRIPTION	DUE	CUSTOMER	SENDER
			AMOUNT	AMOUNT
SPECIAL INSTRUCTIONS:			OUR CHARGE	
REMITTED ON _____ BY _____			TOTAL	TOTAL
RETURNED UNPAID OR			EXCHANGE	
TOTAL			TOTAL	TOTAL

RECEIVED FROM \_\_\_\_\_ NAME & ADDRESS OF PAYER \_\_\_\_\_

1 - NUMERICAL

---

2 - NOTICE TO CUSTOMER

PLEASE BRING THIS NOTICE TO COLLECTION DEPARTMENT

---

3 - ADVICE

---

4 - ACKNOWLEDGEMENT

Internal use forms used for collecting money from your Financial Institution.

**MIC-101**  
Incoming Collection

**SEND IN CURRENT FORMS FOR A NO-OBLIGATION PRICE QUOTE**

**Size:** 3 1/2" x 9"  
(Includes 5/8" Stub)

**Colors & Paper:** Original: Pink Bond  
Duplicate: White Bond  
Triplicate: Canary Bond  
Quadruplicate: Green Bond

**Parts:** Four-Part Sets (Parts Different)  
Snap-Out-Carbon

**Minimum Order:** 500

**Normal Order:** 1,000

**Economy Order:** Multiples of 1,000

**Variable Information:**

- Financial Institution's Imprint

# Miscellaneous Collection Forms

FINANCIAL INSTITUTION  
ANYTOWN, USA 54321

No. 0000

MOC-102

DESCRIPTION	DATE:	DUE	AMOUNT
SPECIAL INSTRUCTIONS		CREDIT ACCOUNT	ISSUE CHECK
		CHECK ISSUED	OUR CHARGES THEIR CHARGES NET
<input type="checkbox"/> WIRE TRANSFER PROCEEDS TO _____ <small>WIRE PAYMENT OR NONPAYMENT \$5000.00 OR OVER. IF UNPAID GIVE FULL REASON. DELIVER DOCUMENTS ON PAYMENT ONLY. NO PROTEST UNLESS OTHERWISE INDICATED.</small>		<input type="checkbox"/> FEDERAL RESERVE BANK OF _____ <small>FOR OUR CREDIT</small>	
MAIL TO		DEPOSITOR	

OUTGOING COLLECTION

1 - NUMERICAL

Optional Arabic Consecutive Numbering.

OUTGOING COLLECTION

DESCRIPTION	DATE:	DUE	AMOUNT
SPECIAL INSTRUCTIONS		CREDIT ACCOUNT	ISSUE CHECK
		CHECK ISSUED	OUR CHARGES THEIR CHARGES NET
<input type="checkbox"/> WIRE TRANSFER PROCEEDS TO _____ <small>WIRE PAYMENT OR NONPAYMENT \$5000.00 OR OVER. IF UNPAID GIVE FULL REASON. DELIVER DOCUMENTS ON PAYMENT ONLY. NO PROTEST UNLESS OTHERWISE INDICATED.</small>		<input type="checkbox"/> FEDERAL RESERVE BANK OF _____ <small>FOR OUR CREDIT</small>	
MAIL TO		DEPOSITOR	

2 - LETTER

WE ENCLOSE FOR COLLECTION AND ( ) REMITTANCE OR ( ) CREDIT THE ITEM DESCRIBED ABOVE. RETURN IMMEDIATELY IF UNPAID. UNLESS OTHERWISE INSTRUCTED, EXCEPT WHEN DOCUMENTS ARE ATTACHED, IN WHICH CASE HOLD AND ADVISE STATUS PROMPTLY. DELIVER DOCUMENTS ON PAYMENT, UNLESS OTHERWISE INSTRUCTED. DO NOT PROTEST UNLESS SO REQUESTED.

OUTGOING COLLECTION

DESCRIPTION	DATE:	DUE	AMOUNT
SPECIAL INSTRUCTIONS		CREDIT ACCOUNT	ISSUE CHECK
		CHECK ISSUED	OUR CHARGES THEIR CHARGES NET
<input type="checkbox"/> WIRE TRANSFER PROCEEDS TO _____ <small>WIRE PAYMENT OR NONPAYMENT \$5000.00 OR OVER. IF UNPAID GIVE FULL REASON. DELIVER DOCUMENTS ON PAYMENT ONLY. NO PROTEST UNLESS OTHERWISE INDICATED.</small>		<input type="checkbox"/> FEDERAL RESERVE BANK OF _____ <small>FOR OUR CREDIT</small>	
MAIL TO		DEPOSITOR	

3 - CUSTOMER RECEIPT

OUTGOING COLLECTION

DESCRIPTION	DATE:	DUE	AMOUNT
SPECIAL INSTRUCTIONS		CREDIT ACCOUNT	ISSUE CHECK
		CHECK ISSUED	OUR CHARGES THEIR CHARGES NET
<input type="checkbox"/> WIRE TRANSFER PROCEEDS TO _____ <small>WIRE PAYMENT OR NONPAYMENT \$5000.00 OR OVER. IF UNPAID GIVE FULL REASON. DELIVER DOCUMENTS ON PAYMENT ONLY. NO PROTEST UNLESS OTHERWISE INDICATED.</small>		<input type="checkbox"/> FEDERAL RESERVE BANK OF _____ <small>FOR OUR CREDIT</small>	
MAIL TO		DEPOSITOR	

4 - ADVICE

Internal use forms used to collect money from an outside source.

**MOC-102**  
Outgoing Collection

<b>Size:</b>	3 1/2" x 9" (Includes 5/8" Stub)	<b>Parts:</b>	Four-Part Sets (Parts Different) Snap-Out-Carbon	<b>Economy Order:</b>	Multiples of 1,000
<b>Colors &amp; Paper:</b>	Original: Green Bond Duplicate: Canary Bond Triplicate: Blue Bond Quadruplicate: Pink Bond	<b>Minimum Order:</b>	500	<b>Variable Information:</b>	• Financial Institution's Imprint
		<b>Normal Order:</b>	1,000		

**REORDERING MADE EASY WITH REORDER NOTICES INCLUDED IN EACH SHIPMENT**



# Miscellaneous Informational Forms

**Change of Address**

**CHANGE OF ADDRESS**

Name(s) of Account \_\_\_\_\_ Date \_\_\_\_\_ Received By \_\_\_\_\_

New Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Old Phone Number \_\_\_\_\_ New Phone Number \_\_\_\_\_

Home \_\_\_\_\_ Home \_\_\_\_\_

Business \_\_\_\_\_ Business \_\_\_\_\_

Old Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reason for Change \_\_\_\_\_

Signature(s) \_\_\_\_\_

Type of Account	Account Number
Checking	
Checking	
Savings	
Savings	
Certificate of Deposit	
Loan	
Loan	
Guarantee Check Card	
Safe Deposit Box	
Christmas Club	
Other	
Other	
Other	
Other	

Notifies departments of address changes and captures detailed information on the accounts affected by that change.

## MCA-505

Change of Address (Non-Imprinted Stock Item)  
 Size: 3 7/10" x 7"  
 Padded in 100's on left  
 Color: White  
 Minimum Order: 500

**REQUEST FOR OFFICIAL CHECK**

**REQUEST FOR CASHIER'S CHECK, MONEY ORDER, DRAFT, ETC.**

CASHIER'S CHECK  
 MONEY ORDER  
 DRAFT ON \_\_\_\_\_ DATE \_\_\_\_\_  
 CERTIFICATE OF DEPOSIT \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_

PURCHASED BY \_\_\_\_\_ ADDRESS \_\_\_\_\_

PAYABLE TO (Please Print)	CHECK NUMBER	AMOUNT

PURCHASED WITH:  CASH \$ \_\_\_\_\_  OTHER (explain) \_\_\_\_\_

ON/US CHECK \$ \_\_\_\_\_  FOREIGN CHECK \$ \_\_\_\_\_ \$ \_\_\_\_\_

FEE OR EXCHANGE \_\_\_\_\_

TOTAL \_\_\_\_\_

Quickly organizes and tracks information about Official Check purchases.

## MRO-503

Request for Official Check (Non-Imprinted Stock Item)  
 Size: 3 7/10" x 6 7/8"  
 Padded in 100's on left  
 Color: Blue  
 Minimum Order: 500

<b>Size:</b>	Shown by each Form	<b>Minimum Order:</b>	Shown by each Form
<b>Color:</b>	Shown by each Form	<b>Normal Order:</b>	1,000
<b>Parts:</b>	Single-Part Forms	<b>Economy Order:</b>	Multiples of 1,000
<b>Paper:</b>	Bond		

**ASK YOUR CSR FOR HELP IN DESIGNING NEW FORMS**

# Miscellaneous Teller Items

**CURRENCY AND COIN FOR**

DATE \_\_\_\_\_

NO. OF BILLS	DENOMINATIONS	AMOUNT
	<b>HUNDREDS</b>	
	<b>FIFTIES</b>	
	<b>TWENTIES</b>	
	<b>TENS</b>	
	<b>FIVES</b>	
	<b>TWOS</b>	
	<b>ONES</b>	
<b>DOLLAR COINS</b>		
	<b>HALVES</b>	
	<b>QUARTERS</b>	
	<b>DIMES</b>	
	<b>NICKELS</b>	
	<b>PENNIES</b>	
	<b>TOTAL</b>	

TELLER \_\_\_\_\_

MCC-502

Organizes information quickly and concisely.

Concisely and confidentially informs customers of their account balances.

**GLAD TO HELP**

Our Records Show Your **BALANCE TO BE**

\$ \_\_\_\_\_ Date \_\_\_\_\_

However, you may have issued some checks which have not been presented.

MAB-501

**Currency & Coin Record**  
(Non-Imprinted Stock Item)  
**MCC-502**  
Size: 3 1/10" x 5 1/2"  
Color & Paper: White Bond  
Padded in 100's on top  
Also available in a parts same carbonless, White (Part 1) & Canary (Part 2), no stub duplicate as style **MCC-502D**

**MAB-501**  
Account Balance Slip (Non-Imprinted Stock Item)  
Size: 2 1/2" x 3 3/4"  
Padded in 100's on top  
Color: White  
Minimum Order: 1,000

**TELLER'S CASH SHEET** Cash Count, Close of Business \_\_\_\_\_

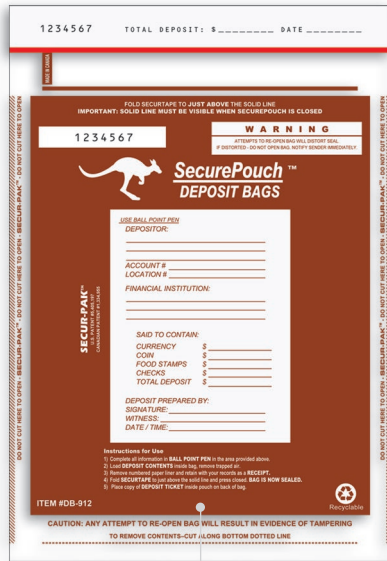
W R A P P E D	COIN		CURRENCY		RECAPITULATION	
	Dollars	Large	End Cash		Beg. Cash	
	Halves	20's	Cash-Out		Cash-In	
	Quarters	10's				
	Dimes	5's				
	Nickels	2's	Short		Over	
	Pennies	1's	Total		Total	
	Mutilated	Mutilated				
	Total	BAIT	Teller _____		1. Cash Recounted ( )	
	Vault	Foreign			2. Cash verified by	
L O S E	Dollars	Large			3. Cash-In Tickets Listed ( )	
	Halves	20's			4. Cash-In and Cash-Out Transactions rechecked ( )	
	Quarters	10's			5. Deposit Tickets checked ( )	
	Dimes	5's			I certify that the items listed above have been rechecked as indicated and that my difference is:	
	Nickels	2's			Over _____	
	Pennies	1's			Short _____	
	Mutilated	Mutilated			Signed _____	
Total	Total			Teller		

Conveniently stores paper work and lists steps necessary to verify balance.

**MTSE-506**  
Teller's Daily Balancing Envelope (#10 Envelope)  
(Non-Imprinted Stock Item)  
Size: 4 1/8" x 9 1/2"

**SEND IN CURRENT FORMS FOR A NO-OBLIGATION PRICE QUOTE**

<b>Size:</b>	Shown by each Form	<b>Paper:</b>	MICR Bond (All Parts)	<b>Normal Order:</b>	1,000
<b>Colors:</b>	Shown by each Form	<b>Minimum Order:</b>	500 (MCC-502D, MTSE-506)		
<b>Parts:</b>	Shown by each Form		1,000 (MCC-502, MAB-501)		



Instructions on how to use the SecurePouch™ deposit bag are provided on each bag.

## DB-912

Size: 9" x 12"  
 Packaging: Strapped in 100's with 1,000 per carton  
 Film Weight: 2.25 mil.  
 Color: Clear film with printing on face only, clear back with deposit pouch  
 Minimum Order: 100  
 Normal Order: Multiples of 100  
 Economy Order: 1,000



All bags have detachable receipts.

## DB-1519

Size: 15" x 19"  
 Packaging: Strapped in 50's with 500 per carton  
 Film Weight: 3.25 mil.  
 Color: Gray opaque with maroon and white ink on front only  
 Minimum Order: 50  
 Normal Order: Multiples of 100  
 Economy Order: 1,000

### FEATURES CONTAINED IN ALL SecurePouch™ DEPOSIT BAGS:

- Closure has total resistance to all temperature-controlling agents.
- Closure's serrated edges inhibit tampering.
- Bottom Edges are folded, not sealed.
- Sides are closed with pouch seals.
- Bags are recyclable.
- Bags and receipts are sequentially numbered. Serial numbers prevent bags from being switched and help keep an internal record of each SecurePouch™ deposit bag.