

CHECK WRITING SERVICES

Our check writing services provide a simple and cost-effective solution for managing your bill payment processes.

Getting Your Check Request To Us

Simply fax your approved check requests to us on a weekly or bi-weekly basis. You may choose the schedule and check writing frequency that works best for you.

Preparing Your Checks

Once we receive your approved check requests, we will prepare your professional, computer-generated checks.

Returning Your Checks To You

Your checks will be returned to you in via secure Federal Express delivery within 24 to 48 hours for your review and signature. Each check will also include a convenient double-window mailing envelope to help make check distribution quick and easy.

File Maintenance

When we return your checks we also include a file copy so that you can maintain accurate and complete accounting files. Simply attached any additional supporting documentation to the file copy and place it in your file of

paid bills. If you need help setting-up your files, or establishing filing procedures, we will gladly assist you.

Detailed Reports

In addition to computerized checks, we can provide you with a host of detailed reports depending upon your needs. These reports include updated bank balances, reports of all unpaid bills, detailed check registers, and budget to actual comparisons.

You may also request reports that provide month-to-date, year-to-date and budget to actual disbursement activity.

McCarley Photography		01/15/2003	01/15/2003
Employee: Jessica Engstrom		01/15/2003	01/15/2003
Check Number: 123 Main Street, Anytown, USA 12345			
McCarley Photography		01/15/2003	01/15/2003
Employee: Jessica Engstrom	Salary (Base)	\$5,750.00	1770
	Federal Withholding	-175.00	1600.00
	State Unemployment	-86.87	1483.13
	Medicare Employee	-24.19	1458.94
	SS - Withholding	-21.96	1436.98
	Health Insurance		1415.00
	CR - Disability Employee		1393.84
	Bank Salary		1372.42
	YTD Total Salary		1274.42
01/15/2003 - 01/15/2003		1274.42	1274.42

In addition to computerized checks, we can provide you with a host of detailed reports depending upon your needs.

Fax over your approved check requests, and your professional, computer-generated checks will be returned to you via secure Federal Express delivery within 24-48 hours for your signature and distribution.

