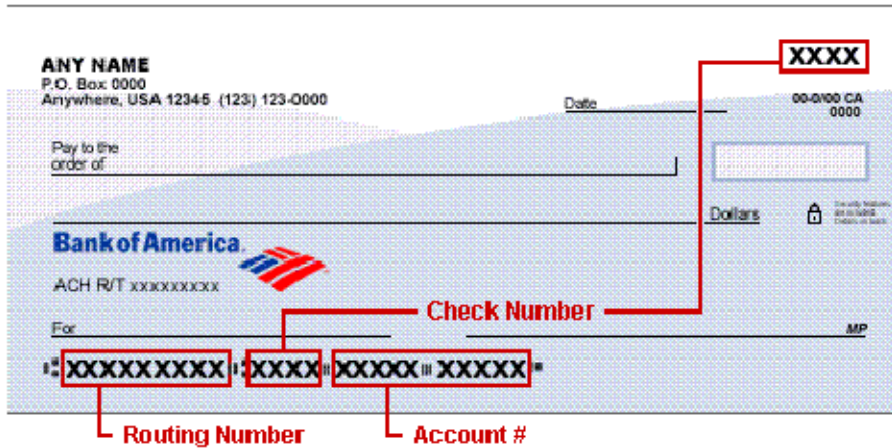


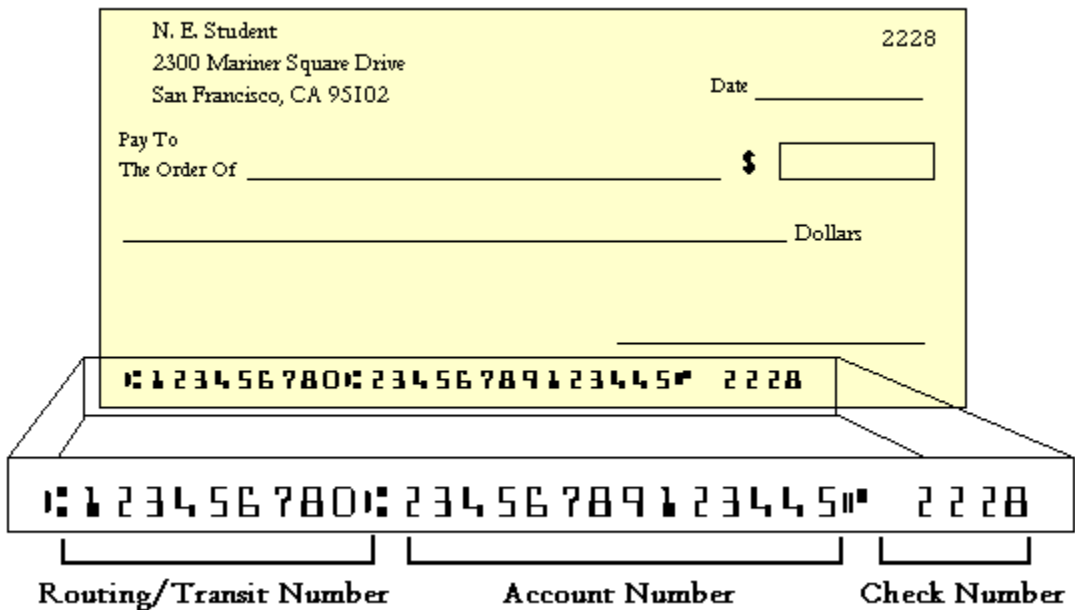
As some banks do not follow the formats below, be sure to check with your bank to verify what set of numbers/characters you need to submit an electronic check payment. In these standard examples, the line of numbers and special symbols at the bottom of one of your personal checks contains the information you will need to make your electronic check payment.

Sample checks:


Some banks have the following format: -



Other banks have the following format: -



Routing/Transit Number

Your routing/transit number is the nine digit number which appears between the  symbols on the bottom of your check.


Check Number

Locate the string of numbers at the bottom of your check that matches the Check Number in the upper right-hand corner. This number is usually 4 digits, and may include a zero as the first digit. You will **NOT** require the check number for your electronic check payment.

Account Number

The numbers that are left - those that are neither the Routing/Transit Number nor the Check Number - are your Account Number.

NOTE:

- If you notice extra zeroes before or after your account number, please include them as part of your account number.
- It can be up to 17 positions in length and contains only digits and possibly hyphens. (A hyphen looks like this  when it appears on a check.)
- If the account number printed on your check contains spaces, you don't need to enter the spaces.
- **Some banks display the check number to the left of the account number. Be sure you don't include the check number as part of the account number.**