



Positive Pay Best Practices

For best result use the recommended options, other options may work but may also result in more exceptions.

Check Stock

- The payee name line area should be clear from any art-work, logo, or design on the check
- Patterns or artwork that is trans-lucent or opaque and does not hinder capturing a quality image, should be acceptable for payee name processing

Recommended Best Practices

Font and Formatting	Font: Arial
	Other Acceptable Fonts: Times New Roman, Courier, Verdana, Univers, Tahoma, Albertus, Batang, Bookman, and Zurich
	Use all upper case
	Payee data should be displayed in a clear area, free of and not touching other text, lines or stamp marks
	Limit the use of punctuations. Example: Instead of "The Company, Inc." try "The Company Inc"
	Avoid extra spaces, underlining, italicizing, or bolding
Printing	Verify visually that the characters do not touch each other
	Postscript printers (DPT units) should use size 10 fonts. If measured by pixels at a resolution of 200 dpi, size 14 should be selected.
Characters	Ink - Only use black ink
	The following characters are standard and acceptable for payee names: <ul style="list-style-type: none"> • ABCDEFGHIJKLMNOPQRSTUVWXYZ • abcdefghijklmnopqrstuvwxyz • 0 123456789 • ,.:/&#@()'-

Not Recommended

Handwritten Items - Not recommended; handwritten items typically have a very low match rate

Printers - Avoid using dot matrix printers

Do not use special characters, such as an asterisk (*) on your issue file for Payee Name processing

Placement

- The payee name should be listed in close proximity (to the right or just below) "Pay to the Order Of:"
- Horizontally, the payee should not extend past the middle of the check.
- Vertically, the payee name should be located just below the vertical mid-point of the check but should not extend to the bottom 1/4 of check

