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# Check Printing/ Logo Form

Email to: payrollsupport@pmtworks.com or  
Fax to 781.851.8491



Questions? Call 888-242-5737

## Employee Information

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

## Enter Signature Below

If you opted for Signed , Sealed & Delivered  
paychecks for those not on direct deposit,  
please sign here:



Signature - *Please sign within borders for scanning purposes - use black ink.*

Starting Check Number *(Choose a high number)*

## Company Check Signatures and Logo's must:

- Be emailed to payrollsupport@pmtworks.com
- Be a .jpeg, .gif or .bitmap
- **(Logo) Be no larger than 202 x 45 pixels** (see box below)

## NOTE:

- A onetime set-up fee will apply for each of the above products.
- Additional fees apply for the shipping of checks