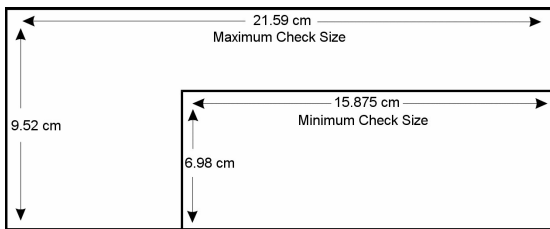


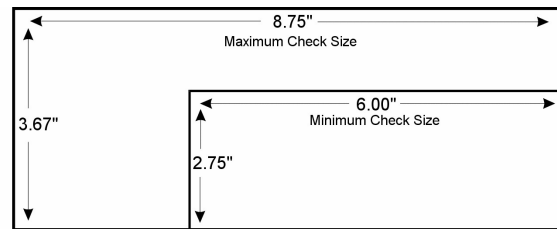
MICR Mounted Check Position Gauge Instructions

By using a MICR gauge, you can ensure that all the data printed on your check is accurate and positioned correctly. The MICR gauge is a clear plastic template with a backing board into which you insert your check. You can use the gauge to determine whether your MICR encoding line follows the correct spacing, is not skewed, and has the right number of characters. A MICR gauge also shows you the magnetic clear zone, maximum and minimum check widths and heights, as well as a decimal inch ruler.

All U.S. specifications are all measured in inches. Canadian specifications are all measured in centimeters (cm).



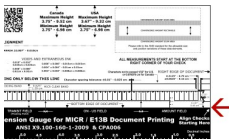
Canada Minimum & Maximum Check Size



United States Minimum & Maximum Check Size



To Start: Slide your check between the transparent printed plastic gauge piece and the backer board. You can now move your check under the gauge.



Next: Move your check down and make sure the **bottom of your check** is aligned with the top of the black area at the bottom of the gauge. Then slide your check left or right so that the **right side of the check is aligns with the right side of the gauge.**

1. ALWAYS START YOUR ALIGNMENT AT THE BOTTOM RIGHT CORNER OF YOUR CHECK.

All MICR measurements are taken from the bottom right corner of your check. **Remember, you should always measure from the right edge of your check!** To measure items 2 - 7, position the check under the clear gauge so that its bottom and right edge align with the black area at the bottom and right edge of the MICR gauge.

2. THE MICR CLEAR BAND:

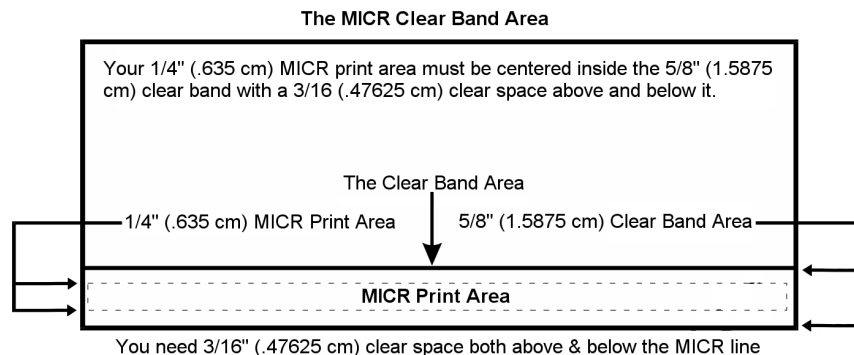
This area can only contain the MICR encoding line and nothing else printed with MICR toner. The area extends the full length of the check and 0.625 inches or 1.59 cm from the bottom edge. It must be free of all magnetic ink other than that used for the MICR / E13-B encoding information.

3. THE MICR ENCODING BAND:

MICR characters must be printed inside the encoding band within the clear band. There are 62 character positions divided into four fields: Aux ON-US / Serial Number, Transit, ON-US, and Amount. The **Amount Field** occupies positions 12 - 1, and the **Transit Field** must occupy positions #43 and stop at position #33 unless a floating field is required, ± 0.0625 inches (0.16cm). Both the **ON-US Field** and **Auxiliary ON-US Field** are floating fields and may begin and end anywhere within their

respective boundaries. The **External Processing Code Field (EPC)**, is located between the transit field and the auxiliary on us field. You must follow the field location and content provided by your financial institution.

Canada Only: CPA 006 update June 30, 2006: There can be no more than twelve (12) digits and two (2) On-U's symbols in the field for the serial number. Position 58 must be the end of this field. The positions 63, 64, & 65 must not be occupied. The positions are only used in the United States.



4. THE OPTICAL CLEAR BAND:

This area surrounds the MICR encoding band and extends the entire length of the check. Background printing must not exceed the optical specification of 0.30 Print Contrast Signal (PCS). For related border information, refer to the ANSI MICR specifications.

5. THE CONVENIENCE AMOUNT SCAN AREA (CASA):

In this rectangle, you will find the convenience amount clear areas (CACAs) and convenience amount rectangles (CARs). The Convenience Amount Scan Area is located in the upper right-hand side of the MICR gauge. For information on acceptable position and size variations, consult the ANSI specification.

6. HORIZONTAL CHARACTER TO CHARACTER SPACING:

The **right edge** of every MICR character must touch the **right edge of the rectangular box** in which it is located. Every box has a width of exactly 0.125 inches (0.317 cm) ± 0.010 " (0.025 cm). Possible spacing errors can be checked by shifting the check horizontally to positions 14 and 15.

7. CHARACTER SKEW:

The check should be positioned under the gauge horizontally so that the character in question is in position 54 or 55. A character that falls outside of either slanted line is tilted beyond 1.5 degrees, which is the maximum allowable vertical skew.

8. LINE SKEW:

Checks must be aligned so the top edges of MICR characters, excluding the Dash and On-U's symbols, touch the solid horizontal line mark at the top of the clear band. Observe positions 6 and 46 of the check to see how its bottom edge bisects the vertical scales, marked in 1/2-degree increments. The difference between two scale readings indicates the degree of line skew. **There is a maximum allowable line skew of 1.5 degrees.**

9. MICR FONT SIZE:

Place an outline character on the plastic gauge over a MICR symbol on your check. The MICR character on your check must fit inside the dashed outline.

10. VERTICAL CHARACTER TO CHARACTER ALIGNMENT:

Place the check under the gauge so that it is located over the correct country area (*U.S. or Canada*). Characters must fall inside the dashed boundary lines above and below the solid baseline.