



Don't Delay! Purchasing your CPA compliant cheques today will ensure a smooth process with your financial institution.*

Dear Business Cheque Customer:

The Canadian Payments Association has **mandated** changes in business cheque designs to accommodate a new process called 'cheque imaging'. All Safeguard Business Systems cheques have been re-designed to meet the new CPA standards.

As the leading supplier of business cheques in Canada, Safeguard Business Systems would like to advise all of our customers about these new cheque specifications. Working closely with the Canadian Payments Association (CPA), Safeguard will ensure that your cheques are compliant to the new standards.

* See www.cdnpay.ca for more details

Safeguard - We'll Take Care of It

Safeguard will make the transition to the new cheque design as easy as possible for you. All of our Safeguard products and systems have been updated to support the new "image-friendly" requirements and are compliant to the new CPA Standard.

What is Cheque Imaging?

Cheque imaging is a process that allows banks to capture high-resolution digital images of cheques. Instead of physically transporting cheques between financial institutions, images of cheques can be cleared electronically. The images will carry the same legal status as the original cancelled cheque and can be reproduced at any time.

If you want more detailed information about the new cheque specifications please visit www.cdnpay.ca.

How will you benefit from these changes?

This technology will enable business customers to access their transactions far more conveniently than the current common practice of returning cancelled cheques. Additional benefits of cheque imaging include:

- Customers won't have to wait for their bank statements - on- line access to cheque images will permit quick and easy reconciliation of bank accounts.
- Customers will benefit from timely notification of unpaid cheques and can commence collection action right away.
- Customers will likely require less physical space to store cheque images than the original cheques.

If you have any further questions or need additional information please call **1-866-464-1324**.

Thank you for your business. We appreciate it.

Kevin Ellis
Safeguard Business Systems

www.gosafeguard.com



Key changes to the cheque specifications include:

- adoption of a numeric date field in one of three specified formats (MMDDYYYY • DDMMYYYY • YYYYMMDD). As these formats are permitted to reflect different practices in English- and French-speaking Canada, field indicators must be printed below the date field to indicate which format is being used;
- a mandatory serial number in the MICR line encoded on the bottom of the cheque (until now the serial number has been optional);
- an increase in the minimum length of a cheque from 6" to 6 1/4", or 15.88 cm, to ensure there is sufficient space to accommodate the mandatory serial number in the MICR line;
- standardized positions for key fields on the cheque, such as the date field and the amount in figures;
- disallowance of elements that may hinder the capture of images or data from the cheques (e.g. inverse printing, italics or slanted fonts, a bottom border printed below the MICR line and the use of black carbon on the reverse of cheques will not be permitted);
- a provision to ensure that security features do not interfere with key data, or "areas of interest" as defined in Standard 006, Part A, either prior to imaging or post imaging.
- new printing requirements on the reverse of the cheque so that image capture can be verified;
- some revisions to technical specifications (e.g. maximum Print Contrast Signal) to ensure high-quality images can be captured.

Layout for
manual
business
cheque
(not to scale)

YOUR COMPANY NAME HERE
123 MAIN STREET
CITY, PROVINCE, POSTAL CODE
PHONE (123) 456-7890

YOUR BANK NAME
235 MAIN STREET
CITY, PROVINCE, POSTAL CODE

1001

DATE DDMMYYYY
D D M M Y Y Y Y

PAY TO THE ORDER OF _____ \$ _____

100 DOLLARS

YOUR COMPANY NAME HERE

FOR _____ PER _____

⑈00 100 1⑈ ⑆00000⑈000⑆ 000000⑈

Layout for
reverse side
of manual
business
cheque
(not to scale)

Teller Stamp Here

Endorsement - Signature or Stamp

SECURITY FEATURES ON THIS DOCUMENT INCLUDE:

- WARNING BAND
- MICROPRINT BORDER
- COLOURED BACKGROUND ON CHEQUE
- "ORIGINAL DOCUMENT" SECURITY SCREEN

BACK/ENDOS