

Note: • Use Form **55032-NCA** for corporate clients with Account Reconciliation accounts.
 • Use Form **55032-WEST** for corporate clients with West Coast Controlled Disbursement accounts.
 • Use Form **55032-EAST** for corporate clients with East Coast Controlled Disbursement accounts.

(See reverse for additional information)

OFFICE TITLE PLATE INFORMATION

BANKING OFFICE NAME	STREET ADDRESS	CITY	STATE	ZIP CODE
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CLIENT INFORMATION

CUSTOMER NAME	STREET ADDRESS	CITY	STATE	ZIP CODE
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SHIP TO (Check one, indicate OTHER if applicable): Banking Office Customer Other

Attention:	STREET ADDRESS	CITY	STATE	ZIP CODE
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CHECKS ONLY CHECKS AND DEPOSIT SLIPS DEPOSIT SLIPS ONLY

CHECKS

Enter Actual Numbers

F F F F # # # # # #										O O O N N N N N N C																									
56	55	54	53	52	51	50	49	48	47	46	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21
STARTING SERIAL NUMBER										ROUTING TRANSIT NUMBER										10 DIGIT ACCOUNT NUMBER															

DEPOSIT SLIPS

Enter Actual Numbers

F F F F # # # # # #										O O O N N N N N N C																									
56	55	54	53	52	51	50	49	48	47	46	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21
STARTING SERIAL NUMBER										ROUTING TRANSIT NUMBER										10 DIGIT ACCOUNT NUMBER															

LEGEND

O = Office Number
 N = Account Number
 C = Check Digit Number
 F = Fixed ID Number
 # = E13-B Consecutive Number

If any change from this specification is contemplated, contact:
Item Processing Quality Control
(510) 577-8044

SIGNATURE--Prepared By	PHONE NUMBER
SIGNATURE--Approved By	DATE

Union Bank, N.A. uses Check Imaging technology for reading checks and deposit slips in accordance with **ABA/ANSI X9.7-1999** (for checks) and **ABA/ANSI X9.33** (for deposit slips) for printing content and design. Union Bank does not allow variation or alterations of the format as shown on reverse, unless prior approval is obtained.

INSTRUCTIONS TO OFFICE REPRESENTATIVE

- Enter client account number in the appropriate box for a 10 digit number in positions 31-22.
- Inform client that Instructions to Vendor must be followed. Request 2 deposit slips, and 10 voided checks (production size up to 1,000) or 20 checks (production runs over 1,000) for testing. Send items to:
Item Processing Quality Control, N06-856
Union Bank, N.A.
460 Hegenberger Road, Oakland, CA 94621-1496

INSTRUCTIONS TO CLIENT

- The following printing options may be included:
 - Stale Date Message** (print "Void after ____ days" above signature line)
 - Signature Options** (select one below):
 - 1 signature
 - 2 signatures, regardless of dollar amount (print "Two Signatures Required").
 - 2 signatures above a dollar limit (print "Two Signatures required over \$_____")
 - Register Copy** (an exact copy of the check is required. Copy should follow the same construction and printing specification as the original.)
- A serial number should match exactly with check number printed elsewhere on the check. This number may be a minimum of 6 digits but must not exceed 10 digits in length with last digit always in position 46. Enter a starting check number right justified in positions 55-46 as applicable. Leading position may be left blank or zero filled depending on the actual length of the serial number.
- A memo line may be added right above the 0.625" MICR Clear Band positioned similarly to the signature line.
- Provide vendor a completed copy of this specification sheet along with client Purchase Order that should contain provisions for reprinting checks if the checks do not meet Union Bank specifications.
- Do not use newly printed checks until MICR quality test has been approved by Item Processing Quality Control.
- Machine Printed Convenience Amount** for checks:
 - Do not use Serif font (for example; 0123456789). Allow each number and special characters (\$) and (*) at least 10 points in size to be easily separated as in 10-point Courier font (example; 0123456789) that is a fixed pitch font. Provide at least a 0.012" space between each number if proportional space is used.
 - Do not use reverse printing (where an amount is white and its background is black) in the convenience amount scan area, but it may be used in the Legal amount field or elsewhere for security measure. Asterisks (*) up to two may be used before and after, but not within the convenience amount figures.
 - Union Bank does not recommend the use of a comma to separate high dollar amounts (for example, \$12,345.00). Separate dollars from cents only by a decimal point, and not with any other graphic means (such as dashes, stars, etc.). Use the numeric cents in all cases (for example, \$**12345.00).

INSTRUCTIONS TO VENDOR (Checks)

- Union Bank requires a minimum paper weight of 24 pound, long grain, MICR Bond with opacity (the extent to which a document obstructs light transmission) of 80% or greater. Do not use pre-dyed paper stock.
- Keep clear of any markings other than MICR characters and symbols in the MICR clear band 0.625" from the aligning edge of MICR documents (checks and deposit slips). Print the specific fields in Magnetic Ink using E13-B characters and fonts (1 2 3 4 5 6 7 8 9 0 * : , ').
- The shaded Convenience Amount Scan Area (2.250" wide and 1.200" high, 0.250" from the leading edge and 1.40" from the aligning edge, as shown on the reverse page) must be free of all extraneous ink. Place the Convenience Amount Rectangle {at least 0.30" high (0.50" maximum) and at least 0.80" wide (2.150" maximum)} within the scan area. The convenience amount rectangle should use dropout ink in accordance with ANSI X9.7 (4.2) and with print contrast ratio (PCS) of 0.30 or less. Do not print rectangular frame when using a laser printer to create checks or to print the convenience amount.
- Place a preprinted Dollar Sign in accord with ANSI X9.7 within the scan area adjacent to the amount field. The dollar sign is 0.150 to 0.200" in height and 0.075" to 2.00" in width and pre-printed in non-reflective black ink.
- End Date Line and Legal Amount no farther right than the Dollar Sign, to prevent writing into the Convenience Amount area.
- Mark a short vertical line, 0.12" high at the right end limit of the Payee Line to prevent writing into the Convenience Amount area.
- For borders with PCS greater than 0.30, use a ruler to verify that these do not extend more than 0.200" inward from the leading edge of the document, more than 0.159" inward from the trailing edge, or more than 0.150" above the aligning edge. Union Bank does not recommend borders greater than 0.30 PCS that pass through the 0.625" MICR Clear Band. If borders do pass through the MICR Clear Band, these shall have at least 0.350" clearance from the last MICR character printed in the clear band and shall not be printed with magnetic ink.
- Union Bank recommends use of light colored check background to improve microfilm/ image quality.

INSTRUCTIONS TO VENDOR (Deposit Slips)

- Union Bank requires the use of unique Routing Transit Number 520000412 on deposit slips MICR line. Do not duplicate check Routing Transit Number on deposit slip.
- Use Drop-out Ink (reflectance 70% or greater; PCS 0.25 or less) for borders surrounding amount field.
- Do not place any extraneous marks or printing within 0.100" of the outer boundaries of the Amount Field.
- Insert pre-printed indicators (<) as shown on the reverse page to separate, million, thousand fields, and a decimal point between the total dollar and cent field.

Business Check and Deposit Slip Specifications

Union Bank Standard Size:

Maximum Size = 8.5" x 3.5"

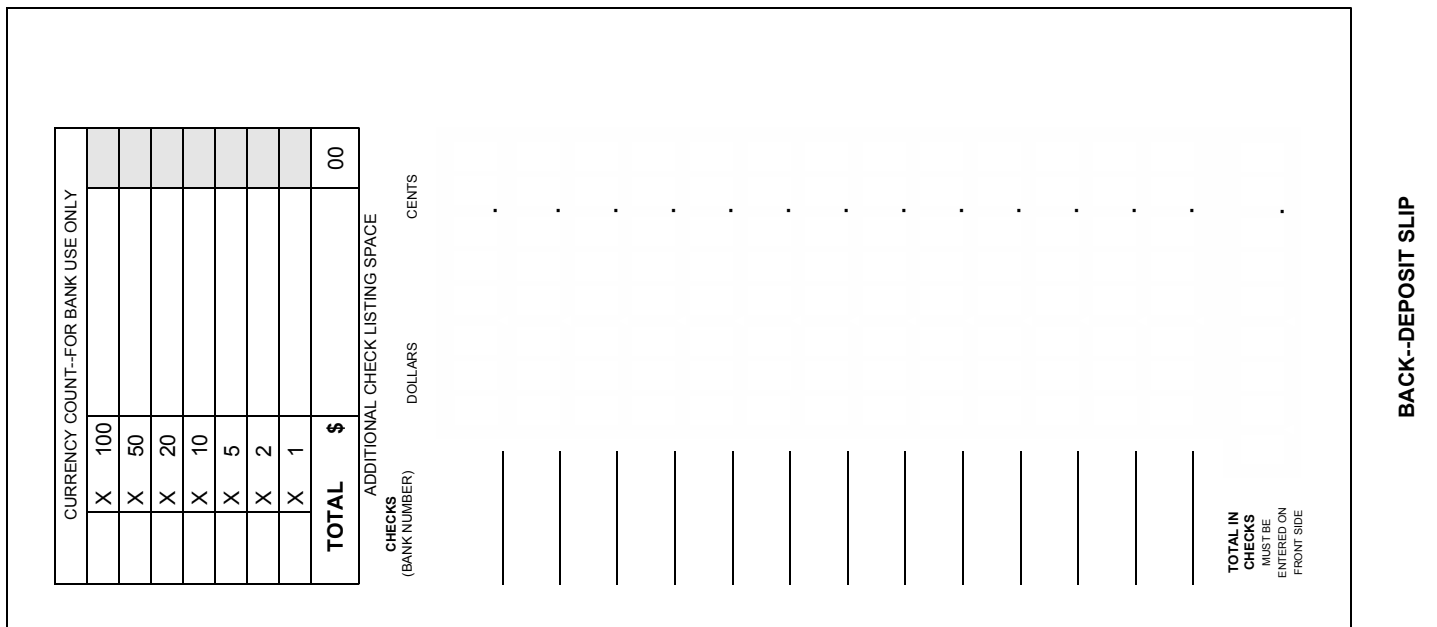
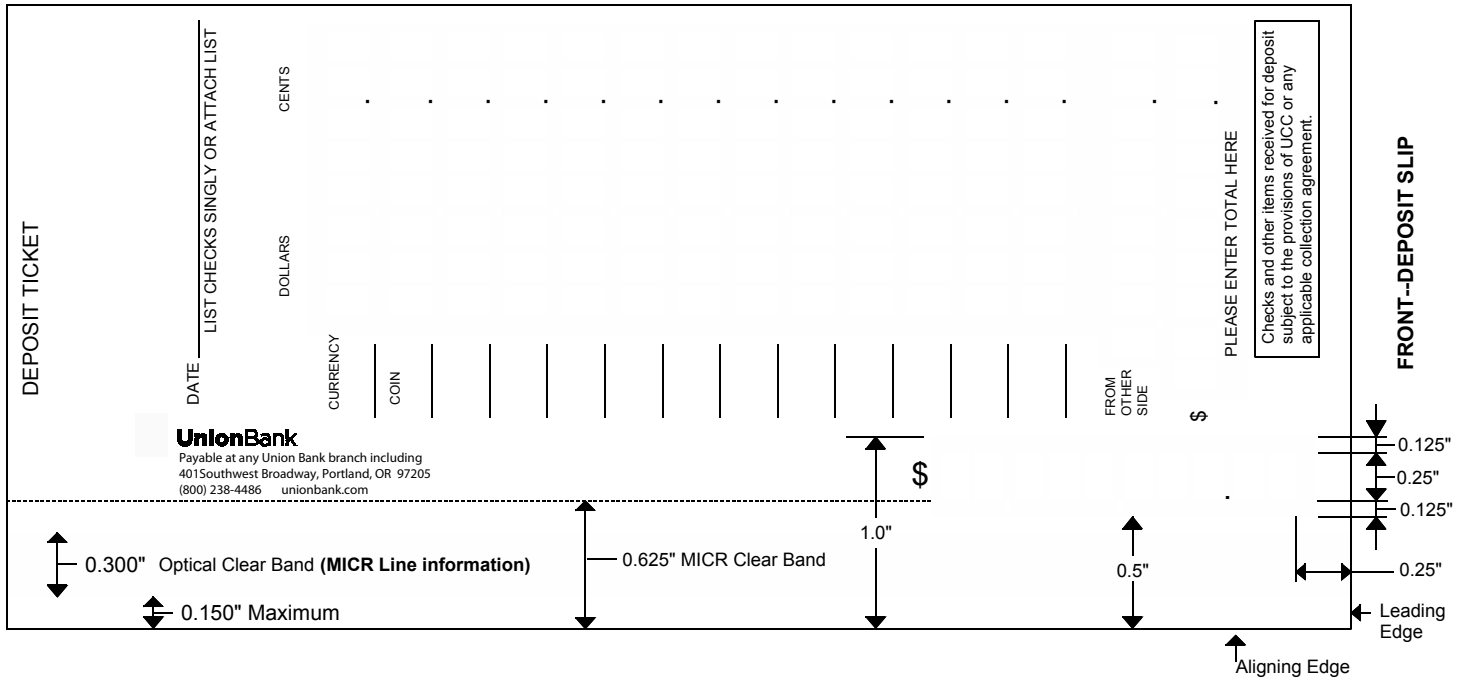
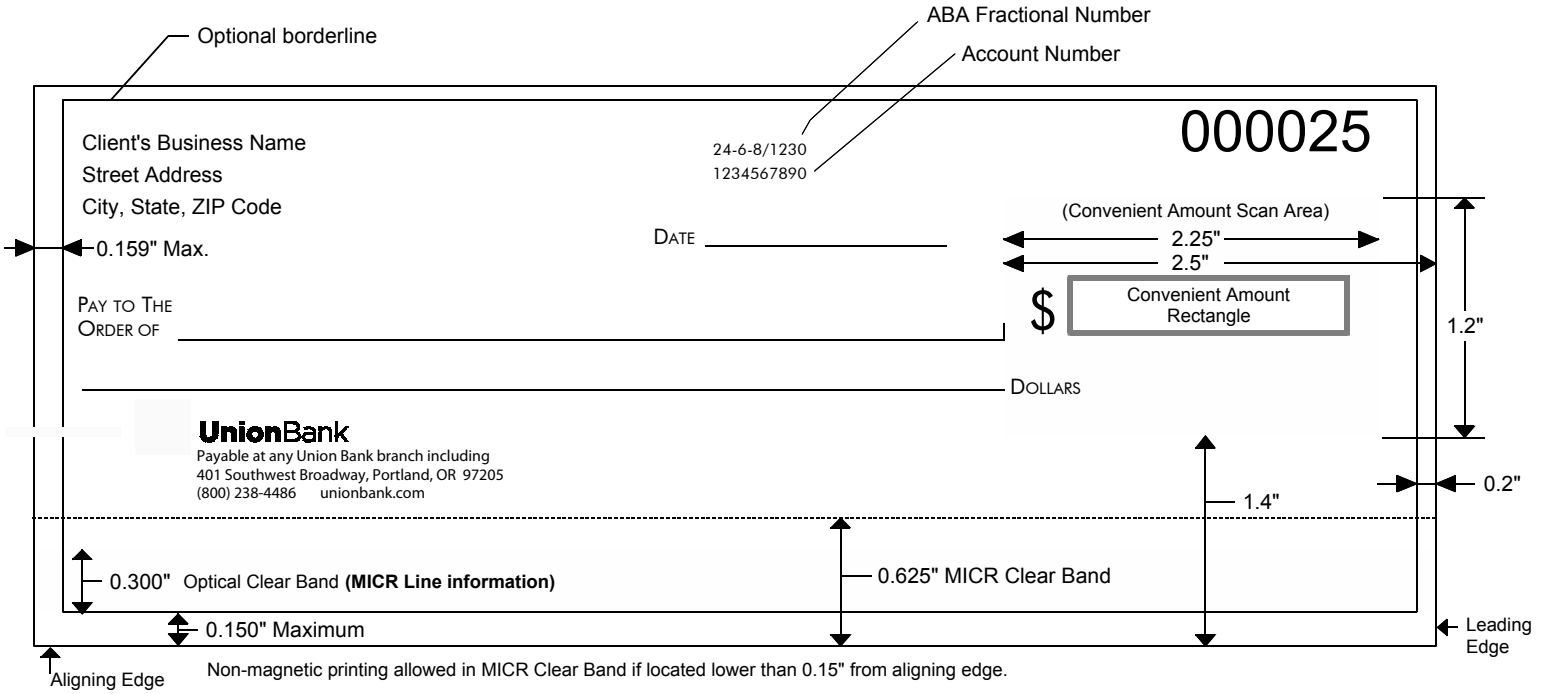
Recommended Size = 7.625" x 3.25"

Printing and Cutting Tolerances: = +/- 0.063"

IP Quality Control will provide test results to the requestor (Branch, Client or Vendor) normally within three (3) business days after receipt of test checks. If the test checks fail to meet ANSI and Union Bank specifications, IP Quality Control will advise the requestor to reprint by forwarding its test results. When properly prepared test checks are submitted, IP Quality Control will conduct a new test to see if the test checks conform to the specifications.

Note: Once test samples are approved, the check order should be sent to Client.

(NOTE: Exhibit Art below is NOT to scale)



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