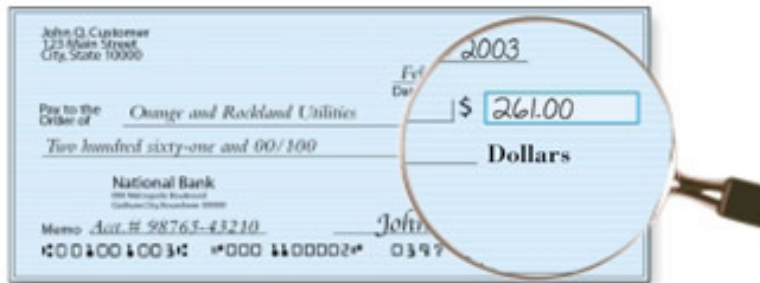


## Write It Right

To process customer payments, Mid South Synergy, like most companies, uses optical scanners to "read" the numeric amount in each check. That means the kind of pen you use and how you write the numbers on the check make a difference.

To ensure accurate payments, use only black or blue ink. Silver, gold, red and gel ink pens are attractive and fun to use, but they're not for check writing.



*Clear, legible and written in black ink, this perfect check has the decimal point where it should be, followed by two digits.*

The samples below illustrate why it's best to write checks as clearly and legibly as possible. Thanks for writing it right.

\$ 79104 Scanned as a \$791.04 check, the correct payment amount was actually \$79.04.

\$ 777.29 Legibility is key. Written for \$111.29, this check was "read" as \$777.29.

\$ 173.— Please write two digits, not a wavy line, after the decimal point.

\$ 3974 Without a decimal point, the scanner could have read this check as \$3974.00, instead of \$39.74.

\$ 000 34/100 Always use a decimal point followed by two digits, not fractions, as shown in this example.

\$ \*\*\*\*\* 146.00 Asterisks always present "scanning" problems.