

Advice guide for business users of cheques

Always:

- ✓ Obtain authorisation from your bank before personalising your own cheques.
- ✓ Source your cheques from a C&CCC accredited printer.
- ✓ Make regular checks on the quality of codeline printing.
- ✓ Submit samples for quality checking on a monthly basis.
- ✓ Use an approved printer and toner and store paper appropriately.
- ✓ Use the word ZERO rather than NIL.
- ✓ Complete all sections of the cheque with permanent black or blue ink.
- ✓ Draw a line or infill through all unused space after both the payee name and the amount.
- ✓ Sign against any corrections if you make an error or, better still, destroy the cheque and issue another.

- ✓ Make sure there is as little space as possible between words. Avoid the use of initials in a payee name if you can.
- ✓ Store cheques securely.
- ✓ Undertake regular audits of cheque stock and working cheque books. Advise your bank immediately of any discrepancies.
- ✓ Make sure you use envelopes that do not reveal the contents if sending cheques by post.
- ✓ Consider using dual control to prevent unauthorised access to cheques.
- ✓ Check your statements regularly.

Never:

- ✗ Sign blank cheques.