

ALWAYS:

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CHECK YOUR STATEMENTS

SIGN A CHEQUE AND LEAVE THE PAYEE BLANK

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Solicitors are high volume users of cheques, particularly in relation to court filing fees, property sales and the administration of wills and estates. Follow the advice below to help safeguard all parties from cheque fraud and always consider alternative payment methods for high value transactions.

ALWAYS:

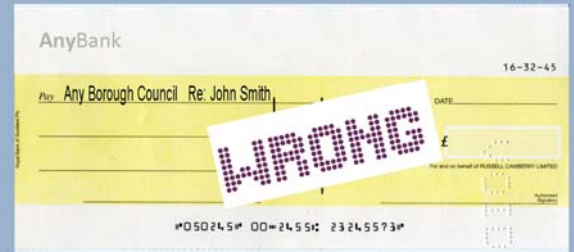
**OBTAIN  
AUTHORISATION  
FROM YOUR BANK  
BEFORE  
PERSONALISING  
YOUR CHEQUES**

**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**

Draw a line through or infill all unused space after both the payee name and the amount. (Or someone could add their own name, see right)



**USE AN  
APPROVED  
PRINTER AND  
TONER AND  
STORE PAPER  
APPROPRIATELY**

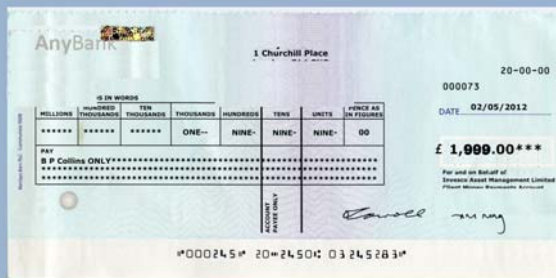
*Complete all sections  
of the cheque in  
permanent black or  
blue ink*

**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**

*Store cheques  
securely*

**Use the word  
ZERO rather  
than NIL**  
(NIL can be changed to  
NINE, see right)



**Undertake  
regular audits of  
cheque stock  
and working  
cheque books**

**Use envelopes  
that do not reveal  
the contents if  
sending cheques  
by post**

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STATEMENTS**

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CHEQUE AND  
LEAVE THE  
PAYEE BLANK**



For more information about cheques and the Cheque and Credit Clearing Company visit [www.chequeandcredit.co.uk](http://www.chequeandcredit.co.uk)