TIRED OF SIGNING ALL THOSE CHECKS?

Have your signature scanned so ASAP can print your employee checks already signed!

Payroll Check-Signing Agreement

This Payroll Check-Signing Agreement is entered into as of the ____ day of _____ 200__, by and between _____(the CLIENT) and ASAP Accounting and Payroll Services, Inc. "ASAP".

ASAP is hereby authorized by CLIENT to sign CLIENT'S payroll checks using scanning methods to incorporate CLIENT'S signature into ASAP's payroll system for such purpose.

ASAP shall use access to such scanned signature for signing payroll and tax payment checks only, and shall use reasonable care to protect access to such signature in a secure manner.

CLIENT acknowledges full responsibility for the physical inspection of such signed payroll checks to determine their accuracy before releasing them to others. CLIENT further agrees to exculpate and hold ASAP blameless for any and all loss resulting from the utilization of such scanned signatures on laser printed payroll checks.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year first written above.

CLIENT:_____ ASAP Accounting & Payroll Services, Inc.

By: _____ By:_____

In order for us to successfully scan a signature for each check signing, please:

1. Sign in the two boxes below, using a fine, felt tip marker.
2. Keep the signature COMPLETELY WITHIN the box. DO NOT allow signature to touch the outside lines since they will be removed from the final image.

SIGNATURE BOX 1

SIGNATURE BOX 2

Please return this form and any attachments to our payroll staff.

payroll@businessASAP.com Fax: 970.728.6848 Phone: 877-728-6777

All forms are available for download at *www.businessASAP.com*