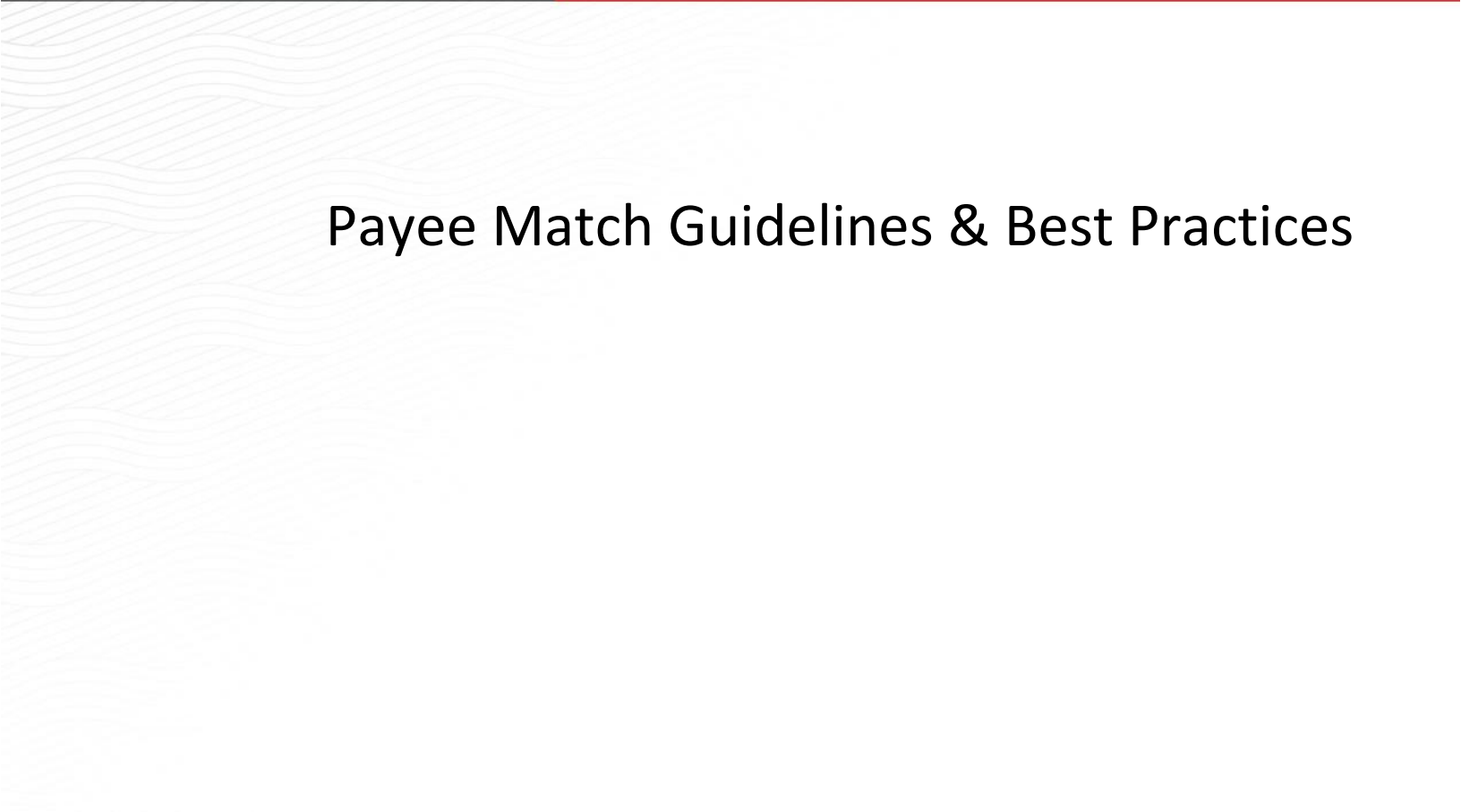




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G A T E W A Y

Payee Match Guidelines & Best Practices



Payee Match Guidelines & Best Practices

Overview

The Positive Pay Payee Match process uses image recognition technology to identify the payee on the check image. Once the check image is scanned, Payee Match takes the following steps:

- The payee from the check is compared to the payee submitted in the issued check file.
- Payee match results are compiled.
- Positive Pay processes these results and provides exceptions for checks that did not match.

Image recognition technology has limitations. These include, but are not limited to:

- Image quality from the bank of first deposit
- Resolution of check image
- Inconsistent check stock format
- Noise (ink spots, watermarks, etc.)
- Condition of the scanned check (i.e., wrinkles)
- Font (weight/size of text)

The payee match process is an additional layer of security to help prevent payee fraud and will error on the side of caution creating payee name mismatch exceptions for customers to review. Printed payee information should match exactly to what is submitted in the issued check file.

Please comply with the following requirements to minimize unnecessary exception items; all standard check-printing guidelines also apply.

Check Stock

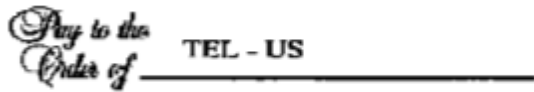
- Check background must be light in color and plain (no pictures or lines) to ensure payee name field can be easily viewed.
- The check stock should be consistent for each account.
- Watermark/pantograph features are not acceptable in the PAY TO THE ORDER OF or PAYEE NAME area of the checks. When checks are image captured, these features may “bleed” through the document causing background interference in reading the payee name.

Font/Characters

- Payee name can be typed, printed, or in cursive.
- Payee name in all capital letters is recommended.
- Recommended font size is 12-14 points. Fonts less than 10 points or greater than 16 points are not recommended.
- Bold, italics, and underlines are not recommended.
- Sans serif fonts (such as Arial or Verdana) are preferred.
- The words “PAY TO THE ORDER OF” or acceptable variations (outlined in Printing/Placement section) must be printed in a machine-readable style vs. script and should be to the left of the

payee names.

Unacceptable font style:



Printing and Placement

- Letters must have enough space between them so that they are not touching each other.
- Additional lines of data below the payee name should be spaced such that the characters do not touch the payee name.
- The number of spaces between words should not be more than 2 spaces. For the payee block, use only one space between words. Example:
 - Acceptable: JOHN DOE
 - Not acceptable: JOHN DOE
- Do not add characters and names close to the valid payee name information. Any special codes or characters included on the same line as payee name should be at least 2 inches away. If they are not at least 2 inches away, include this information on your Positive Pay issue file as part of the payee name.
- Print the payee name only once in the check, including in the payee block.
- If including the name and address, do not split the payee block into two non-adjacent parts.
- The payee block should consistently use single-line spacing, be left-justified, and be a minimum of two empty lines away from other text information.
- Check printing should have consistent locations for the payee information per account.
- Special codes, characters or bar codes should not be in the proximity of the PAY TO THE ORDER OF, PAYEE NAME or ADDRESS fields.
- Payee name may not be located in the top one inch of the check.
- Leave a minimal amount of space (2-8 characters) between “PAY TO THE ORDER OF” and payee name. The payee name must not touch “PAY TO THE ORDER OF”.
- The payee name must be located not more than 15 characters (one inch) from the last word of the PAY TO THE ORDER OF variation.

Issue File Requirements

- Words or symbols used in conjunction with payee name (such as MR., MRS., MISS, OR, &, or AND) must be included on the issue file
- Payee names printed on checks must match exactly the name listed on the Issued Check file. Do not list check as JOHN DOE and put the name on the issue file as DOE, JOHN.
- If more than one payee name is printed on more than one line, make sure there is at least a space between line items in the Issued Check file.
- The Payee Match process may read up to 255 characters of Payee Name information in the PAY TO THE ORDER OF variation area of the check. It’s important to include all Payee Name information as it’s printed on the check in the check issue file to avoid exceptions.



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