

# Digital Signatures



## Expedite Your Payments with Digital Signatures

MPS Financial clients have access to our Digital Signatures feature. This feature allows users to prepare a digital copy of their signature for future use on checks. Simply name the association you'd like to activate this feature for, and list the Board Member(s) whose signature(s) will be kept on file for instant, digital use. To submit signature(s) for preparation, please follow the instructions below in the "Signature Requirements" section. If two board members will be submitting signatures for preparation, they must each use a separate piece of paper.

### PLEASE COMPLETE THE FOLLOWING:

Association: \_\_\_\_\_ City, State: \_\_\_\_\_

Bank Account(s):  Operating Account  Reserve Account

Print Name 1: \_\_\_\_\_ Print Name 2: \_\_\_\_\_

Position 1: \_\_\_\_\_ Position 2: \_\_\_\_\_

### SIGNATURE REQUIREMENTS ARE AS FOLLOWS:

- Must be on 8x11 white paper
- Must use black ink
- The signature must be in the middle of the page
- The Signature should be sized as if signing a check
- Must be clear of other markings or lines
- Paper can be physically delivered (with care not to fold on or around signature) or sent via email(to [dahlia@mpsfinancial.com](mailto:dahlia@mpsfinancial.com)) from a clear quality image.