

# Additional Guidelines for Cheques

## PAPER PRINTING


On sensitised paper.

**Customers must use the Westpac logo.**

## WESTPAC LOGO

The approved stylish version of the Westpac logo must be at least 3mm in height and it must be included in the upper portion of the cheque in an area free from any other printing. The Westpac logo must be more prominent than the account name.



The logo may appear with  in RED and the rest of the lettering in BLACK. Or the entire name may appear in one colour, BLACK.

The Branch Domicile must be positioned directly under the Westpac logo. The domicile name must be that approved by either Westpac or the Australian Payments Clearing Association (APCA).

## ACN, ARBN OR ABN

This must be positioned immediately after the registered name of your company (if applicable) where it first appears on the voucher. For example it may appear directly after 'Limited' or on the line directly below your company's name (if applicable).

The ACN, ARBN or ABN need only appear once on the voucher.

## BACKGROUND

The background of the voucher must be an unobtrusive design and printed in scan non-readable ink.

## AMOUNT FIELD

The 'amount in figures' and the '\$' sign must be in a rectangle. This rectangle must be:

- Between 38mm and 51mm wide, and 7mm and 10mm high
- Bottom right hand corner of the rectangle must be at least 38mm from the bottom edge of the voucher.
- Top right hand corner of the rectangle must be no more than 48mm from the bottom edge of the voucher.
- Right hand edge of the rectangle must be 6mm from the right hand edge of the voucher.
- Left hand edge of the rectangle must be between 44mm and 57mm from the right hand edge of the voucher.

## **Additional Guidelines for Cheques** *continued*

### **DATE FIELD**

This should be located on the right hand side of the voucher, above the amount field.

### **POSITION OF SIGNATURE**

The signature must not intrude on the MICR band or the amount field.

### **ATTACHMENT**

Mark the attachment clearly with 'Advice to payee' and place the wording 'Detach before banking' on the attachment adjacent to where it joins the cheque and close to the perforation line.

### **CROSSING**

Centre the crossing 'Not Negotiable' on the cheque (if required) and place it at least 63mm from the right edge.

### **ADDITIONAL WORDING**

You must add the words 'or order' or 'or bearer' to the right of the word 'Pay' on the cheque. Alternatively use the long version 'Pay to the order of'.

The amount in words field must be preceded by 'The Sum of'.

We recommend you print the words 'For and on behalf of' before the account name at the signature line.

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'Figure 2

Data Elements Common to Cheques'

# Additional Guidelines for Deposit Slips

## **ADDITIONAL INFORMATION**

Place the word 'CREDIT' or 'DEPOSIT' at the top right corner of the voucher in bold type not less than 5mm in height.

Place on the face of the credit voucher this clause:

'This deposit will be transferred under the bank's internal procedures. The bank will not be held responsible for delays in transmission. Proceeds of cheques etc will not be available until cleared'.

Print the wording 'For credit of' on the face of the form not less than 5mm in height, and the wording 'Free of transfer fee at any Westpac, Challenge Bank or Bank of Melbourne branch', above the amount box.

## **INK COLOUR**

Print the form in blue or black scan readable ink, on white automation paper.

## **AMOUNT FIELD**

The amount field must be between 45mm and 55mm wide, and 7mm and 10mm high. The field should include the '\$' sign. It must be defined by a field guide outlining the rectangle that is printed using scan non-readable inks.

The amount area must be placed in a buffer zone 15mm high and placed directly above the MICR clear band and 6mm in from the right hand edge of the form.

## **REVERSE AREA**

The reverse side of the voucher must be printed in scan non-readable ink or should be free from printing.

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'Figure 4

Data Elements Common to  
All Deposit Forms'