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Girard's Business Solutions has set up this form to assist us in programming your encoder. Please fill in the information below and email it to service@girardsinc.com.

	Check if not used	Max # of Digits	Min # of Digits	Example	Which button do you press on your old machine?
Routing Transit (ABA)					
Check Number					
Tran Code					
Account Number					
Additional Accounts					

Stacking Functions: The encoders can encode more than one function on a single pass. What are the 2 most common stacked functions? (Ex. Account Number and Routing and Transit Number)

Are there any other encoding needs that we need to accommodate with the program?

Who is the best contact person for future questions regarding the machine program?

Name _____

Phone Number _____

Email _____

PLEASE INCLUDE A SAMPLE OF A CHECK (OR CHECKS) WHICH INCLUDE THE ROUTING TRANSIT NUMBER, TRAN CODE, ACCOUNTS, CHECK NUMBERS. This will help us format the columns for your new machine.

If you have any questions, please contact Girard's Business Solutions @ 952-890-4827 or service@girardsinc.com