



# Business Banking Positive Pay



## Payee Match Reference Guide



# Payee Match Reference Guide

This reference guide provides best practices on submitting payee details and tips on how to avoid Positive Pay exceptions related to issued payees.

## Contents

|                            |   |
|----------------------------|---|
| Character Recognition      | 3 |
| Guidelines                 | 4 |
| Examples of Best Practices | 5 |





## Character Recognition

Positive Pay with Payee Match enhances the standard Check Positive Pay solution by validating the payee's name on presented checks against the payee's name included in the issued check file. While advanced models are used to identify and extract check information with a higher degree of accuracy, some factors can impact the ability to accurately read the payee name on an issued check. This includes, but is not limited to:

1. Image quality from the bank of first deposit
2. Resolution of check image
3. Inconsistent check stock format or printing
4. Overlapping elements
5. Condition of the scanned check (i.e. wrinkles)
6. Font (weight/size of text/special characters)
7. Payee name formatting
8. Illegible handwriting
9. Noise (ink spots, watermarks, etc.)



## Guidelines

In order to minimize unnecessary exception items, please follow the below guidelines

1. Payee names listed on checks must match EXACTLY the name listed on the data transmission issue file (No abbreviations or variations in the Issue File). For example, the following would cause an exception: Check Payee – John H Smith, Issue File Payee – John Howard Smith
2. Check background should be light in color and plain
3. Please try to avoid using watermark/pantograph features on your checks; especially in the Pay to the Order of or Payee name area of the checks
4. It is recommended that the payee's name be typed. However, the system can read neatly handwritten checks in many cases
5. Recommended font size is 12-14 points. Fonts less than 10 points or greater than 16 points are not recommended
6. Bold, italic, or underlined font is not recommended
7. Sans serif fonts (such as Arial or Verdana) are preferred
8. When listing multiple entities in the payee or address line, utilize the characters below to avoid making the check payable to either or all parties listed. *Note: characters must precede any other text on the line*

|       |   |     |     |     |
|-------|---|-----|-----|-----|
| ATTN: | & | And | C/O | DBA |
|-------|---|-----|-----|-----|

# Examples of Best Practices

## 1. Proper Check Form: Issued Payee Needs to be EXACTLY "ABC Company Inc"

This check form is issued by Client XYZ (123 First Street, Louisville, KY 40212, (502) 123 1234) to My Bank (123 Bank Road, No. 1012, 67-76890). The date is 10/11/2016. The amount is \$ \*\*200.00 (Two hundred dollars and no/100 Dollars). The payee is ABC Company Inc. The memo is ABC Company Inc, 123 Main St, Anytown, WV 26554. The check is signed by John H. Smith. The MICR line at the bottom is ⑈00000 1012⑈ ⑆123456789⑆0123456789⑈.

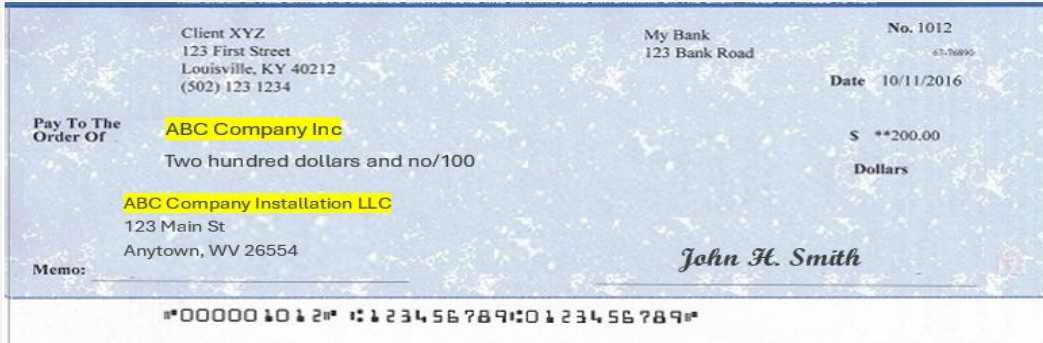
## 2. If addressing the check to an individual for mailing purposes: Use ATTN:

This check form is issued by Client XYZ (123 First Street, Louisville, KY 40212, (502) 123 1234) to My Bank (123 Bank Road, No. 1012, 67-76890). The date is 10/11/2016. The amount is \$ \*\*200.00 (Two hundred dollars and no/100 Dollars). The payee is ABC Company Inc, Attn: Joe Smith, 123 Main St, Anytown, WV 26554. The memo is ABC Company Inc, 123 Main St, Anytown, WV 26554. The check is signed by John H. Smith. The MICR line at the bottom is ⑈00000 1012⑈ ⑆123456789⑆0123456789⑈.

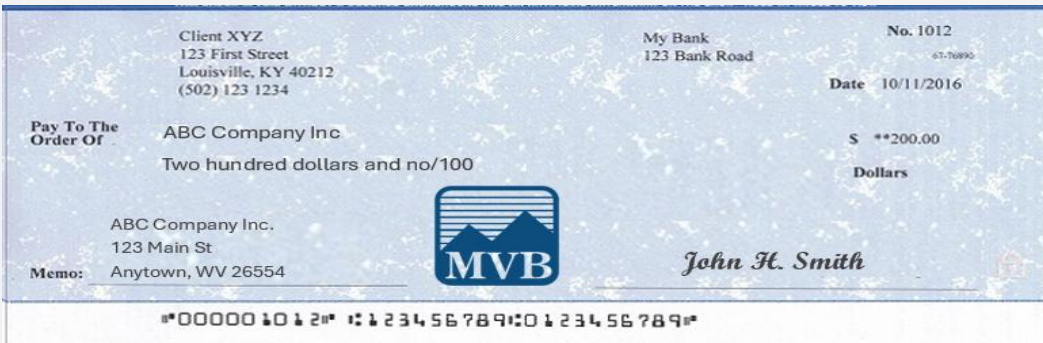
## 3. Incorrect Check Form: Could be negotiated by ABC Company OR Joe Smith

This check form is issued by Client XYZ (123 First Street, Louisville, KY 40212, (502) 123 1234) to My Bank (123 Bank Road, No. 1012, 67-76890). The date is 10/11/2016. The amount is \$ \*\*200.00 (Two hundred dollars and no/100 Dollars). The payee is ABC Company Inc, Joe Smith, 123 Main St, Anytown, WV 26554. The memo is ABC Company Inc, 123 Main St, Anytown, WV 26554. The check is signed by John H. Smith. The MICR line at the bottom is ⑈00000 1012⑈ ⑆123456789⑆0123456789⑈.

4. The below example will cause an exception if the issue file only reflects the *Pay To The Order of* line: The *Pay To The Order Of* needs to match all throughout the check and issue file. The system will read "ABC Company Installation LLC"; therefore, the issue file needs to read "ABC Company Installation LLC"



5. A Company Logo or Watermark on the Check can interfere with the Software and might create exceptions



Questions?

Please contact Client Support at 1-844-682-2265 or [ibsupport@mvpbanking.com](mailto:ibsupport@mvpbanking.com)