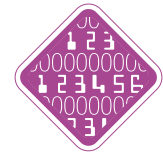


# MICR Specifications



The acronym **MICR** stands for **M**agnetic **I**nk **C**haracter **R**ecognition. MICR is a process by which documents are printed using magnetic ink and special fonts to create machine readable information for quick document processing. The principal purpose of MICR is to print accounting and routing information on bank checks and other negotiable documents. Specific guidelines and rules regarding placement, characters (fonts), spacing of the characters, and type of ink or toner used all help deter forgery and document alteration. In order to verify placement and accuracy, Royal Business Forms & Printing recommends that you acquire a **MICR template** to double check placement of MICR on document proofs. Templates and gauges are readily available through numerous vendors.

## Example of MICR



Bottom Edge of Document

Right Edge of Document

The sample above implements the industry standard E-13B font, which consists of ten specially designed numbers (0 through 9) and four special symbols (Transit, Amount, On-Ups and Dash) to make a total of 14 MICR characters.

## Royal Business Forms MICR Specification Sheets

If you are submitting a job to Royal Business Forms & Printing that requires the placement of MICR, we ask that you fill out a **MICR Specification Sheet**. These are available to you free of charge from our sales department. They are suitable for either mailing or faxing. MICR Specification Sheets help our pre-press and printing personnel correctly place the information, as well as help you proof our work. The image to the right is a reduced example of our MICR Specification Sheet.

MICR SPECIFICATION SHEET

DISTRIBUTION \_\_\_\_\_ CUSTOMER NAME \_\_\_\_\_  
 BANK NAME \_\_\_\_\_ CUSTOMER P.O. # \_\_\_\_\_  
 U.S. FEDERAL RESERVE BANK (U.S. FEDERAL RESERVE BANK) MICR CONSORTIUM STARTING NUMBER \_\_\_\_\_

MAXIMUM MICR FORM WIDTH 4 1/4" DETACHED  
 MINIMUM MICR FORM WIDTH 4" DETACHED

\* DOCUMENT SECURITY FEATURES AVAILABLE (SEE BACK FOR DETAILS)

Maximum size when presented for payment: 302.4" x 3.25"  
 Minimum size when presented for payment: 15" x 2.04"

AUXILIARY ON-US FIELD (OPTIONAL SECURITY NUMBER)      ROUTING SYMBOL AND TRANSIT NO. FIELD      ACCOUNT NO. AND TRANSACTION CODE FIELD (OPTIONAL)      AMOUNT FIELD (IS NORMALLY POST-PRINTED)

15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

THE BANK IS RESPONSIBLE FOR SUPPLYING THE CORRECT NUMBERS FOR TRANSIT AND ON-US FIELDS

The common machine language E-13B  
 Numerals ..... C 1 2 3 4 5 6 7 8 9  
 Transit/Routing symbol ..... :  
 Amount Symbol ..... \$  
 On-Ups account no. symbol ..... @  
 Dash symbol ..... -  
 Blank space ..... X

Or Use ..... Y  
 Or Use ..... S  
 Or Use ..... A  
 Or Use ..... X

Use in designated fields only!  
 See Reverse Side for more information!

SIGNATURE FOR VERIFICATION OF MICR  
 NAME \_\_\_\_\_