

# MICR Encoder Programming Worksheet

**Machine Name:** \_\_\_\_\_ **Model Number:** \_\_\_\_\_

Which field do you want the encoder to power up in? (Field will be displayed when machine is turned on.) Circle one:

AM    TC    AN    RT    CK#    SER#    OTHER \_\_\_\_\_

Up to **seven** fields may be programmed into the encoder. Please specify which fields you want programmed.

AM    TC    AN    RT    CK#    SER#    AN2    RT2    OTHER \_\_\_\_\_

Do you use a multi-field sequence (Multiple fields printed in a string)    YES    or    NO  
What fields do you want to use in a multi-field sequence?

AM    TC    AN    RT    CK#    SER#    OTHER \_\_\_\_\_

Multi-field sequence as follows: \_\_\_\_\_

For a preset RT (ABA number) please list it here \_\_\_\_\_

<b>Fields:</b>	# of digits	Starting position	Blank fill	Zero fill	Under fill
				(Choose one of the above fills.)	
TC	_____	_____	_____	_____	_____
AN	_____	_____	_____	_____	_____
CK#	_____	_____	_____	_____	_____
SER#	_____	_____	_____	_____	_____

Check number and serial number fields can be programmed to increment automatically up or down. If required choose one:    Auto UP \_\_\_\_\_ or    Auto DOWN \_\_\_\_\_

When completed please sign, either scan and email or fax back with any sample documents that you have encoded. Fax to: 770-368-8879 or email to: john.perozzi@basicservices.com. If you have any questions please contact your salesman or call 770-449-1103.

Signature \_\_\_\_\_

AM = Amount	TC = Trans Code	AN = Account Number
RT = Routing Number	CK# = Check Number	SER# = Serial Number
AN2 = Account Number up to 15 digits.	RT2 = Routing Number w/2 for return items	Other = Misc Field