

How to print draft checks in house

Step by step guide on how print pre-approved check draft to receive payment by phone, fax and internet.

Any business can create a check draft. A regular check is created by the account holder, and signed (authorized) by the account holder. A check draft is created by the merchant, and the signature is not required. The account holder must authorize the merchant to create a check draft.

Followings are the steps to create a check draft if you receive a check by phone, fax or online.



[ezCheckDraft](#) allows customers to design and print bank draft checks with MICR encoding on blank stock in house to receive payment via fax, phone and internet quickly.

If you have not installed this software, you can download and try it free with no obligation and no credit card needed.

This check printing software is compatible with Windows 8.1, 8, 7, Vista, XP, Me, 2003, 2000 and Apple Mac systems.

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Step 1: Start ezCheckDraft software

You double click the desktop icon to start this application.



Step 2: Set up your account

Click the top menu "Settings->check setup" to open the check setup page. (You can skip this step for test drive or if you have already set up your account.)

Check Setup(DraftCheck)

Use Blank Check Stock(uncheck it to use pre-print check sheet)

Default Bank Account Format:
Bank Name: 0 1 2 3 4 5 6 7 8 9 C

MICR Font Equivalent
A = ; B = / C = # D = "

Preview
⑈00000⑈ ⑆00⑈ ⑆: ⑆ 2 3 4 5 6 7 8 9 ⑆: ⑆ 2 3 4 5 6 7 8 9 ⑆

Check Information
Default New Check#: 1001

Check Printing
Offset Left: 0.00 Offset Right: 0.00
Offset Up: 0.00 Offset Down: 0.00
Check Position: Top

Default Payee Information
Payable to name: Payee Name
Payee Name: Payee Name
Address Line1: 100 Somewhere Rd.
Address Line2: Nowhere CA 90000
Address Line3: (111) 111-1111

Images
Signature Image Path: signature.jpg
Logo Image Path:

Step 3: Add new check

Go back to the main page. Click the New button to add a check. Select this check from the check list and click the Print button to print your check.

Add New Check

Payer Name: Anna Smith Bank: PNC Bank CheckNo: 1001
Address: 123 Main Street Branch #1234, CA Date: 04/29/2014
 test City, CA 90001 Transit Code:
 322-123-1234

Pay of The Order Of: tekplus llc \$ 123.45
One Hundred Twenty-Three and 45 /100 Routing Number: 123456789
Payee Name: tekplus llc Bank Account: 123456789 C
Payee Address: my street MICR Font Equivalent
 Louisville, KY 40241 A = ; B = / C = # D = "
 502-123-1234

Memo:

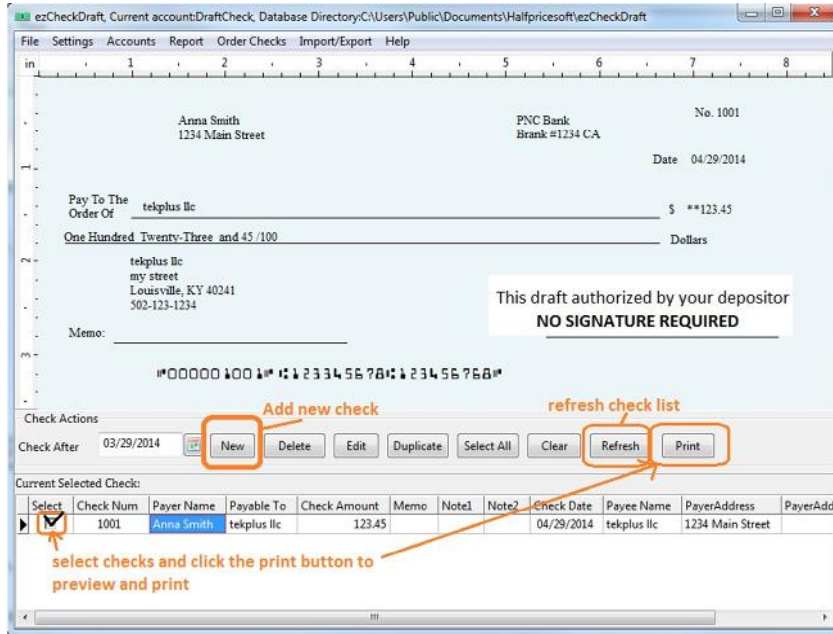
This draft authorized by your depositor
NO SIGNATURE REQUIRED

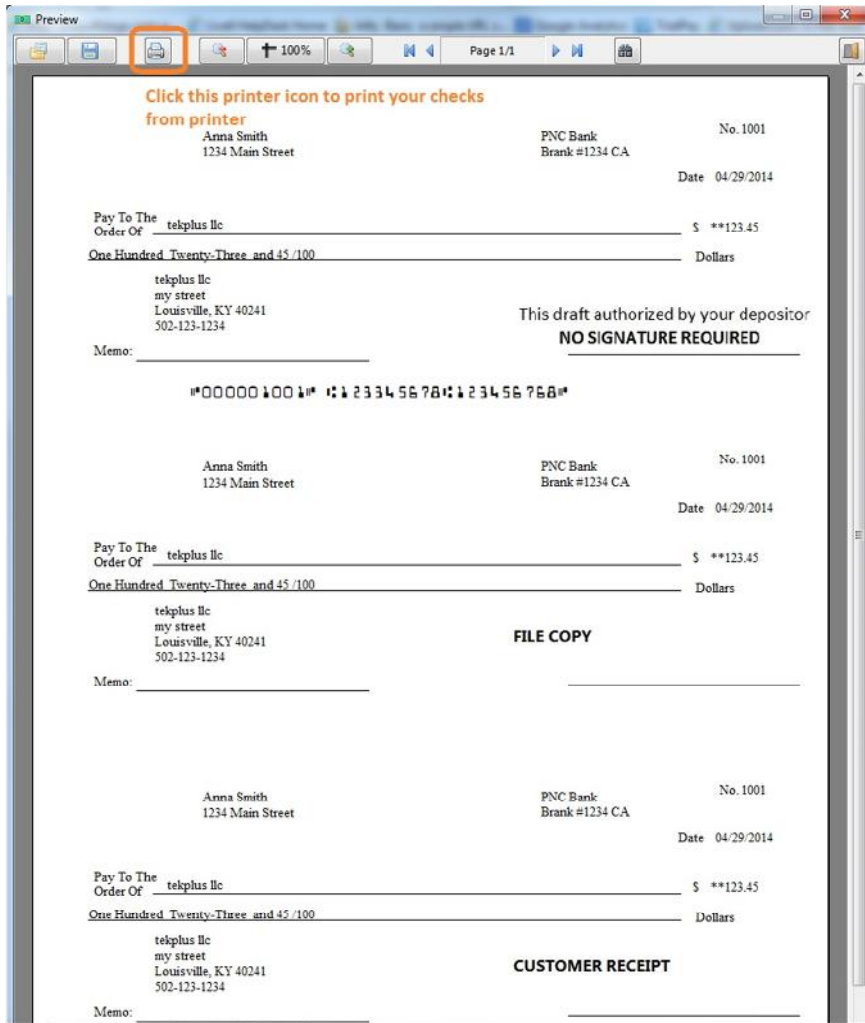
⑈00000⑈ ⑆00⑈ ⑆: ⑆ 2 3 4 5 6 7 8 9 ⑆: ⑆ 2 3 4 5 6 7 8 9 ⑆

Category: client payment
Note 1:
Note 2:

Step 4: Preview and Print checks

Select the check(s) from list and click the PRINT button to preview/print checks.





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Related Links

- [Quick Start Guide](#)
- [How to print 3 checks on the same sheet](#)
- [Sample Check](#)