

## MICR Line Set Up

If you are printing your own checks, in Modify Company, select the Check Setup tab. From here you can choose the type of check (Pre-Printed, MICR), the style of the stub, and the MICR encoding.

The example below shows you where to set up the MICR encoding line. Use the Show MICR Help button at the bottom left corner of the window to set up the coding.

Make sure the MICR line matches the one on the check with the exception of the check #. There should be a letter “S” for a 4 digit check #, “L” for a 6 digit check #, “E” for an 8 digit check # and “T” for a 10 digit check #. Don’t forget single spacing in between the numbers. If the MICR line does not print on the checks, go back to this screen and double check it.