



CHECKFLO APPLICATION
**Check Writing and Addressing
Guidelines**

Version 2.1.6

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1. Check Writing and Addressing Guidelines

1.1 Upload Checks CSV template fields

The first line in the CSV file must contain column names that have to match Upload Checks CSV Template.

	Field Name	Description	Is a Required Field
1.	Company	The name of the recipient's company. This field can remain blank when a check is issued and sent to an individual.	Yes, if there is no Last name and First Name
2.	First Name	The recipient's first name. This field can remain blank when the recipient is the company.	Yes, if there is no Company Name
3.	Last Name	The recipient's last name. This field can remain blank when the recipient is the company.	Yes, if there is no Company Name
4.	Print on Check Name	The name to be printed on the check, positioned adjacent to "To the order of." In cases where the "Print on Check Name" field is left empty, either the recipient's "Company" or their "Last and First Names" will be printed on the check, as applicable.	No
5.	Address	The recipient's complete address, including the street number, street name, and suite/unit/apartment number. Please ensure that this field does not contain any abbreviations such as "Attention," "ATT:," "TO," etc.	Yes
6.	City	The recipient's city.	Yes

7.	State	Recipient's State/Province (if no standard state code, leave blank): The "State" field pertains to destinations outside the USA and Canada, where a standard state code may not be applicable.	Yes (filled in or blank)
8.	State Code	Recipient's State/Province (if no standard state code, leave blank): The "State Code" is required for USA and Canada destination deliveries.	Yes, for USA and Canada
9.	Zip	The recipient's zip or postal code, which can be either the 5-digit format (e.g., 08523) or the extended 9-digit format (e.g., 08523-1234) for locations in the United States.	Yes
10.	Country Code	The recipient's country code (two-letter code).	Yes
11.	Ref ID	The unique reference ID assigned by the merchant to identify the customer on their end. This field may be left blank when not applicable.	Yes
12.	Phone	The customer's phone number in the 10-digit format "xxxxxxxxxx" for FedEx or blank to send by Mail.	Yes
13.	Amount	The payment amount, formatted as "xxxx.xx." Please note that the format "x,xxx.xx" is not supported , and it will result in an error.	Yes
14.	Send By	The "Send By" value may be one of the following options: FEDEX for FedEx Overnight, MAIL for Regular Mail, USPSTRACK for USPS Priority, or USPSFIRST for USPS Ground Advantage. <i>Please consult the "My Services" section for additional details. Note that the content of this field is case-insensitive.</i>	Yes

15.	Memo	The memo that will be printed on the check	No
16.	Check Number	The check number that will be printed on the check. If it doesn't exist, the check number will be selected at printing time based on previously printed checks. Either all records in the file have Check Number or not at all	No
17.	Check Payment Date	The date that will be printed on the check otherwise the current date will be printed. The date format should be YYYY-MM-DD or MM/DD/YYYY	No
18.	Message On Check	This message will be displayed on the banner part of the check when the value is passed.	No

Notes:

- Columns Memo, Check Number, Cheque Payment Date and Message On Check are optional and can be omitted.
- The field names are case-insensitive.



2. Overview of How to Display the Correct Information on Your Checks Payments

2.1 Case #1 - Check payment is issued & sent to a **company**.

	Field Name	Sample Data
1.	Print on Check Name	Keep input field empty
2.	Company	<i>Synergy Company Inc.</i>
3.	First Name and Last Name	Keep input field empty

Bank Check

THIS IS A PREVIEW OF THE BANK CHECK GENERATED BY CHECKFLO.COM


	Creative Power Inc. 3025 5th Ave N Seattle, WA 98109, US	Bank Name 51201 4rd Ave Seattle, WA 98101, US	000001 Date 12 01 2025 <small>MM DD YYYY</small>
PAY **Zero Dollars and 01 cent**			\$****0.01  U.S. FUNDS Void after 90 days
TO THE ORDER OF 2 Synergy Company Inc.			PER <u><i>Signature</i></u>
memo: bill payment # 425063			

⑆000000⑆ ⑆102340560⑆ 00010200⑆

Creative Power Inc.
3025 5th Ave N
Seattle, WA 98109, US

Recipient Address

2 Synergy Company Inc.
 2685 BROADWAY
 NEW YORK NY 10019, US




2.2 **Case #2** - Check payment is issued to a **company** & sent to a *specific person* in a company.

	Field Name	Sample Data
1.	Print on Check Name	Keep input field empty
2.	Company	<i>Synergy Company Inc.</i>
3.	First Name and Last Name	<i>Mathieu Laplante</i>

Bank Check

THIS IS A PREVIEW OF THE BANK CHECK GENERATED BY CHECKFLO.COM

 <p>Creative Power Inc. 3025 5th Ave N Seattle, WA 98109, US</p>	<p>Bank Name 51201 4rd Ave Seattle, WA 98101, US</p>	<p style="text-align: right;">000001</p> <p>Date 12 01 2025 <small>MM DD YYYY</small></p>
--	---	---

PAY **Zero Dollars and 01 cent**

TO THE ORDER OF 2 Synergy Company Inc.

memo: bill payment # 425063

\$**0.01**

U.S. FUNDS
Void after 90 days

PER Signature


@00000 1 @ 1 2 3 4 0 5 6 0 1 0 0 0 1 0 2 0 0 @

Creative Power Inc.
3025 5th Ave N
Seattle, WA 98109, US

Recipient Address

2 Synergy Company Inc.

3 c/o Mathieu Laplante
2685 BROADWAY
NEW YORK NY 10019, US




2.3 **Case #3** - Check payment is issued to a **company** & sent to a *specific department* in a company.

	Field Name	Sample Data
1.	Print on Check Name	Keep input field empty
2.	Company	<i>Synergy Company Inc.</i>
3.	First Name and Last Name	<i>Collections Department</i>

Bank Check

THIS IS A PREVIEW OF THE BANK CHECK GENERATED BY CHECKFLO.COM

	Creative Power Inc. 3025 5th Ave N Seattle, WA 98109, US	Bank Name 51201 4rd Ave Seattle, WA 98101, US	000001 Date 12 01 2025 <small>MM DD YYYY</small>
---	---	--	--

PAY **Zero Dollars and 01 cent******

TO THE ORDER OF 2 Synergy Company Inc.

memo: bill payment # 425063

\$**0.01**

U.S. FUNDS

Void after 90 days

PER *Signature*

⑆000001⑆ ⑆1023405601⑆ 000102001⑆


Creative Power Inc.
3025 5th Ave N
Seattle, WA 98109, US

Recipient Address

2 Synergy Company Inc.

3 c/o Collections Department

2685 BROADWAY
NEW YORK NY 10019, US





2.4 **Case #4** - Check payment is issued & sent to an **individual**.

	Field Name	Sample Data
1.	Print on Check Name	Keep input field empty
2.	Company	Keep input field empty
3.	First Name and Last Name	<i>Mathieu Laplante</i>

Bank Check

THIS IS A PREVIEW OF THE BANK CHECK GENERATED BY CHECKFLO.COM


	Creative Power Inc. 3025 5th Ave N Seattle, WA 98109, US	Bank Name 51201 4rd Ave Seattle, WA 98101, US	000001
			Date 12 01 2025 <small>MM DD YYYY</small>
PAY **Zero Dollars and 01 cent**			\$****0.01  U.S. FUNDS Void after 90 days
TO THE ORDER OF 3 Mathieu Laplante			PER <u><i>Signature</i></u>
<small>memo: refund #8001234</small>			

@000001 @ 1: 10 23405601: 000 10 200@

Creative Power Inc.
3025 5th Ave N
Seattle, WA 98109, US

Recipient Address

3
Mathieu Laplante
 2685 BROADWAY
 NEW YORK NY 10019, US





2.5 Case #5 - Print on check name

	Field Name	Sample Data
1.	Print on Check Name	<i>Synergy Star Corporation</i>
2.	Company	<i>Synergy Company</i>
3.	First Name and Last Name	<i>Billing Department</i>

Bank Check

THIS IS A PREVIEW OF THE BANK CHECK GENERATED BY CHECKFLO.COM

	Creative Power Inc. 3025 5th Ave N Seattle, WA 98109, US	Bank Name 51201 4rd Ave Seattle, WA 98101, US	000001
			Date 12 01 2025 <small>MM DD YYYY</small>
PAY **Zero Dollars and 01 cent**			\$****0.01  U.S. FUNDS Void after 90 days
TO THE ORDER OF 1 Synergy Star Corporation			PER <u><i>Signature</i></u>
<small>memo: INV.# 7770085</small>			


⑈000001⑈ ⑆102340560⑆ 00010200⑈

Creative Power Inc.
3025 5th Ave N
Seattle, WA 98109, US

Recipient Address

2 Synergy Company

3 c/o Billing Department
2685 BROADWAY
NEW YORK NY 10019, US



3. Additional Important Guidelines

- The "Print on Check Name" field takes precedence over other fields in terms of printing priority. Information entered in the "Print on Check Name" field will exclusively appear on the "Bank Check" section of the printed check document, adjacent to the "TO THE ORDER OF".
- Please refrain from including any address abbreviations, such as 'ATT:', 'TO:', or 'c/o', when providing recipient information. Our system is equipped to automatically append these abbreviations if they are required for accurate delivery. Your cooperation in omitting these will help ensure a seamless and error-free addressing process.