

# CANADIAN PAYMENTS ASSOCIATION (CPA)

## New cheque standard 006

### REDEFINES CANADIAN CHEQUE PRINTING SPECIFICATIONS


EFFECTIVE DATE: SEPTEMBER, 2008

#### KEY CHANGES TO CHEQUE SPECIFICATIONS

- 1 The minimum length for a cheque increases to 6.25"
- 2 The maximum depth for a cheque increases to 3.75"
- 3 There are new specifications for cheque backgrounds or "pantographs". Ink colours and screen density must allow background to disappear once scanned.
- 4 Standardized location for date field must be either MM DD YYYY or DD MM YYYY (French: MM JJ AAAA or JJ MM AAAA). Field indications and guidance characters must be printed on the cheque. See *cheque sample*.
- 5 Pre-printed Dollar (\$) Symbol must be placed either to the left or the right of the amount field. Dollar symbol must be a minimum of 10 pt. type and can be positioned either within, or just outside of the amount field. (Amount in figures). Amount field must be a minimum of .25" below the date field indicators base line.
- 6 Clearance band in the MICR area of .625" (5/8") to be on the front and back of the cheque portion.
- 7 Consecutive MICR is mandatory on ALL cheques.
- 8 Backprinting now required on ALL cheques. See *back of sample cheque*.
- 9 Standard Endorsement area with the phrase "Endorsement – Signature or Stamp". (French: Endossement – Signature or Timbre) printed below.
- 10 Teller Stamp box (see specifications on reverse side). Wording "Tellers Stamp Here" to be 6 point or less. Measurements of box to be a maximum of 3.5" high by 2.375" wide and a minimum of 1.375" high by 1.625" wide. Location must be .125" from the top of the cheque and .125" from the left side.
- 11 The following phrases are permitted as Verification Phrases: "Back/Endos"; "Endos/Back"; "Back/Verso"; "Verso/Back"; "Back"; or "Verso", and must be printed 3.5" from the leading edge and 1" from the aligning edge.

FORMS/146000/146648B & 1STFORMS/CPAChequeStandard

THIS CHEQUE CONTAINS A TRUE WATERMARK, MICROWORD, FLUORESCENT FIBRES AND ADDITIONAL SECURITY FEATURES

<b>YOUR COMPANY LOGO</b>	1234 Your Company Name Street Address City, Province Postal Code Telephone (000) 000-0000 Fax (000) 000-0000		<b>YOUR BANK</b> ADDRESS CITY, PROVINCE	000001
<b>PAY</b>			<b>4</b> DATE	D D M M Y Y Y Y
TO THE ORDER OF	<b>3</b>		<b>5</b> \$	
			<b>YOUR COMPANY NAME</b>	
			PER _____	AUTHORIZED SIGNATURE
			PER _____	AUTHORIZED SIGNATURE



## ENHANCED SECURITY FEATURES

- ✓ *Warning Band*
- ✓ *Microword Printing*
- ✓ *Special Security Pantograph*
- ✓ *Heat Sensitive “Thermo” Ink Backprinting*
- ✓ *Foil Hologram*

HOLD THIS DOCUMENT BETWEEN THE THUMB AND FOREFINGER. SEE HOW THE INK DISAPPEARS ON THE BACK OF THIS DOCUMENT.

## PAPER FEATURES

- ✓ *True “Foundrinier” Chain Link Watermark*
- ✓ *Invisible Fibres*
- ✓ *Visible Fibres*
- ✓ *Chemical Reactant Stains*
- ✓ *Toner Fuse*
- ✓ *Available in Bond or Carbonless*

Teller Stamp Here

10

9

Endorsement – Signature or Stamp

8

11 **BACK/VERSO**