

SECTION 1:

WNYRIC - ERIE 1 BOCES: CHECK ORDER FORM - FISCAL YEAR 2026-2027

SCHOOL DISTRICT NAME (as it should appear on checks)

SCHOOL ADDRESS (street, city, state, zip) (as it should appear on checks)

CONTACT NAME & PHONE

FUND/ACCOUNT NAME (as it should appear on checks)

CHECK START # QUANTITY (in thousands) *1,000 min. order
_____,000 checks

BANK NAME (as it should appear on checks)

BANK ADDRESS (street, city, state, zip)

ABA Fraction # (example: 10-4220)

SECTION 2:

*Please
check
ANY/ALL
that apply
to this
order.

- ☐ CHECK RE-ORDER (NO CHANGES FROM LAST ORDER)
- ☐ NEW CHECK ORDER - \$10.00 processing fee
- ☐ BLANK CHECK STOCK (if blank check, skip to Section 3)
- ☐ MICR Form/Blank check attached/enclosed
- ☐ RUSH ORDER - \$90.00 rush fee
- ☐ CHANGE of Address for shipping/billing
- ☐ CHANGE of Address to be displayed on checks
- ☐ NEW Bank/Routing #
- ☐ Other changes _____

IMPORTANT: If there is a necessary change and it is not requested on this check order form; resulting in a check printing error, the replacement checks will be charged to the district.

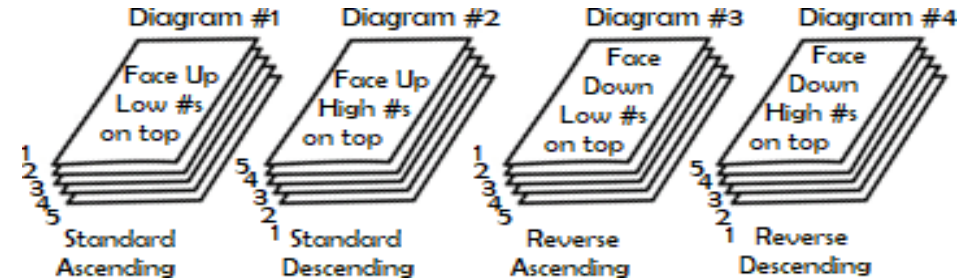
SIGNATURE REQUIRED: SUPERINTENDENT -OR- BUSINESS OFFICIAL ONLY

Signature _____ Date _____

ADDITIONAL INFORMATION REQUIRED ON CHECK (please check if necessary)

☐ VOID AFTER 60 DAYS☐ DO NOT INCLUDE VOID DATE☐ VOID AFTER 90 DAYS☐ OTHER _____

PACKING INSTRUCTIONS (please circle one)



CHECK/INK COLORS BASED ON ACCOUNT/FUND NAME

Capital - Green

Cafeteria/Lunch - Burgundy

Trust & Agency - Teal

General Fund - Warm Red

Special Aid - Process Blue

Miscellaneous Fund - Violet

Payroll - Reflex Blue

SECTION 3:

BLANK CHECK STOCK OPTIONS (please check one)

☐ Print check on top☐ Print Check in middle☐ Print Check on bottom

ROUTING # (9 digits):



ACCOUNT #



TO SUBMIT A CHECK ORDER: Upload this completed form to the SFTP site and then send an email to nvisionsupport@elb.org to let our team know your check order is ready for review and processing. SFTP Site <https://sftp.wnyric.org>

****All checks orders may take up to 6-8 weeks to process, print and ship.**

****Expedited shipping is available if needed for an additional cost of \$90.00.**