

Re-order Checks / Deposit Slips / Deposit Only Stamps

--How to **Re-order checks, deposit slips, or “Deposit Only” stamps,**
contact Harland Clarke directly at 1.877.202.8972.

You will need to provide:

- The FULL account number
- how many boxes of checks needed
- the starting number for checks being ordered
- and if any deposit slips are needed
- Make sure you mention: the accounting system is Manatee
- To be printed on check: *void after 6 months + two signatures required + Internal Fund Account*

--How to **place initial order for checks,** contact Maureen Wilson at 588-6228
or at the following email: wilsonMAU@pcsb.org

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--Sometimes, if you have not had a check re-order in a long time, Harland Clarke will refer you to
Bank of America / dedicated service 101 to re-order your checks
dedicatedservice101@bankofamerica.com or 1-888-715-1000 x20591

You will need to provide:

- The FULL account number
- how many boxes of checks needed
- the starting number for checks being ordered
- and if any deposit slips are needed
- You will need to scan a blank check so BOA can see the placement of pay to order
- Make sure you mention: the accounting system is Manatee– which means they do the Quicken system checks—and **they will transfer you to the custom department.**
- To be printed on check: *void after 6 months + two signatures required + Internal Fund Account*