

## Check Reorder Request

*This form can be used to place a check or deposit book order with horizon bank. To place an order, complete the form and submit to one of our branch offices or fax to the number on the form. (Do not email this form, as it is not a secure communication method.)*

### CHECK REORDER REQUEST

Title of the Account: \_\_\_\_\_

Address Line: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (optional): \_\_\_\_\_ Email (optional): \_\_\_\_\_

Website (optional): \_\_\_\_\_

### CHECK ORDER INFORMATION

Account No: \_\_\_\_\_ Starting check number: \_\_\_\_\_

Reorder my exact last order.  Yes (nothing else needed)  No (if no, please fill out the details below)

Type:  Personal  Commercial

Style:  Single  Duplicate  Desktop  3-per page

Quantity:  Single order (1 box)  Double order (2 boxes)  Other \_\_\_\_\_

Color or Design: \_\_\_\_\_

Customization, Monogram, Logo or other comment: \_\_\_\_\_

### DEPOSIT SLIPS

Type:  Book  3-per page Quantity: \_\_\_\_\_

Single  Duplicate  Triplicate

Style: \_\_\_\_\_

Do you need temporary checks mailed?  Yes  No

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FAX SIGNED AUTHORIZATION TO (512) 637-5735

#### For Bank Use Only:

Input Date: \_\_\_\_\_ By: \_\_\_\_\_

Date Verified: \_\_\_\_\_ By: \_\_\_\_\_