

# NEW CPA CHEQUE SPECIFICATIONS

CHANGES EFFECTIVE DECEMBER 31, 2006—Now changed to late 2008!\*

The CPA (Canadian Payments Association) has introduced new cheque specifications to ALL Canadian financial institutions to prepare for the introduction of *Cheque Imaging Technology* to the Canadian cheque clearing system. Cheque Imaging is a process that allows banks to convert the front and back of cheques to high-resolution digital images. The images will carry the same legal status as the original cancelled cheque. Cancelled cheques will no longer be returned to the issuer. It is anticipated that an *image statement* on which copies of the cheques appear, will be returned to the customer as well as on-line access to images of the original cheques.

We are providing this notice now so that our customers have the necessary time to prepare for the new standards which become effective **December 31, 2006**.

**Who is affected:** Everyone who uses cheques. Every personal cheque. Every business cheque.

## THE CHANGES

**1** NO printing allowed in the 5/8" MICR band (not even the pantograph).

**2** Adoption of numeric date field.

**3** Mandatory MICR Consecutive numbering.

**4** Standardized positions for key fields on the cheque, including the date field and the amount figures.

**5** Cheque must be able to be captured by the bank's equipment. Complex or colourful backgrounds may interfere with image quality.

**6** Standardized print on the back of ALL cheques.

### Cheque Front

Diagram illustrating the standardized fields on the front of a cheque:

- 1: MICR band at the bottom.
- 2: Bank Name, Address, and Account Number fields.
- 3: MICR band at the bottom.
- 4: Date field (M M M D D D Y Y Y Y).
- 5: Amount field.
- 6: Endorsement, Signature, or Stamp area.

### Cheque Back

Diagram illustrating the standardized fields on the back of a cheque:

- 1: MICR band at the bottom.
- 2: Bank Name, Address, and Account Number fields.
- 3: MICR band at the bottom.
- 4: Date field (M M M D D D Y Y Y Y).
- 5: Amount field.
- 6: Endorsement, Signature, or Stamp area.

**UPDATE: September, 2007**  
As of Sept., 2007, the deadline for adopting the new cheque specifications has been extended to late 2008. However some banks are requiring it today!

**Skytone Printing is 100% CPA compliant now.**

