



## COMMERCIAL CHECK CASHING APPLICATION

Thank you for considering Amityville Payroll Service Inc. for your commercial check cashing needs. Before we can cash any commercial check for your company, we first must get some information required by the NY State Banking Department. The NY Banking Department requires that we maintain certain records on file. These files are solely for their inspection and will not be shared with a third party.

Please complete all information in this corporate application kit, once complete and the information is verified your account will be set up for cashing your commercial checks with us.

All checks will be verified with maker and makers bank at the time of presentation. APS Inc reserves the right to refuse the cashing of any and all checks.

We hope that our relationship is a positive one and that our service meets up to your standards. Again, we look forward to servicing you.

For your convenience, please visit our website at [www.amitypayroll.com](http://www.amitypayroll.com).

DISCLOSURE: APS Inc. does not cash any personal checks. We also hold the right to terminate the cashing of commercial checks for any client. We follow all NYSBD rules and regulations, along with

the Bank Secrecy Act. All proper forms will be filed with the proper authorities if the situation requires it.

**CORPORATE RESOLUTION AUTHORIZING  
CASHING OF CHECKS PAYABLE TO THE COMPANY**

I, \_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_,  
Name Title Company

A corporation organized under the laws of the State of New York, hereby certify that the following is a full true copy of a resolution adopted at a meeting of the Board of Directors of said Company, duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_:

"Resolved that individual(s) listed below is hereby authorized to present on behalf of the Company checks payable to said Company for purposes of cashing at Amityville Payroll Service Inc. effective until otherwise ordered pursuant to further resolution of the Board of Directors of the Company"

	Presenter #1	Presenter #2
Name:		
Address:		
Telephone:		
Social Security No:		

1. Type of Business: \_\_\_\_\_
2. Number of Employees: \_\_\_\_\_
3. Estimated Check Amount: \$ \_\_\_\_\_
4. Reason Check Cashing service is needed:  
 \_\_\_\_\_  
 \_\_\_\_\_

**And I do further certify** that the above resolution has not been in any way altered, amended, or repealed and is now in full force and effect.

In witness whereof, I have hereunto set my hand and affixed the corporate seal of said of

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Signature/Title

Please provide the following copies.

1. Certificate of Incorporation
2. Tax Identification Number
3. Copy of Valid License

## AMITYVILLE PAYROLL SERVICE INC – CHECK CASHING CORPORATE AGREEMENT

Welcome to Amityville Payroll Service Inc. We expect that our relationship will be a fruitful one. In order to achieve this, it is important that we have a clear understanding of what you can expect from us and what we expect from you.

What can you expect from Amityville Payroll Service Inc.

1. Courteous service
2. Multiple Locations around Long Island
3. Convenient hours including weekends
4. Key Tag database record system
5. All information is kept confidential

Amityville Payroll Service provides the best check cashing service on Long Island. We incorporate the convenience of corporate check cashing at retail check cashing locations. What this means is that we handle all of your corporate needs while at the same time offer you personal financial needs. Our record key tag database system allows us to provide copies of your cashed checks if needed. However, please be advised that our data processing company requires a fee in the event that we need to request extensive records from them.

Your Responsibilities:

1. No personal checks (unless authorized by management)
2. No checks payable to other third parties such as lien holders, corporations or other individuals
3. The individual cashing the check must be the authorized presenter(s) on our records
4. No checks payable to you from your Corporation
5. We expect that you treat all our employees with respect

Although we cash any amount of check, **no check is too large;** some checks may need to be verified. Although we will try to cash all of your checks, we reserve the right to deny any check that may be questionable to management. We understand that unfortunately some checks are returned. However, you are responsible for every check that you present and cash at our locations. In the event that a check is returned, we expect:

1. Prompt payment from YOU.
2. When possible we can redeposit a check. If it is returned again we expect payment immediately.

3. Stop Payments must be paid within 24 hrs.
4. It is your responsibility, not ours, to collect from your customers

Unfortunately we cannot list every possible scenario that may occur but the above list is a good guideline to what should be expected from both you and us. Although it is rare that we have problems with our customers, we reserve the right to terminate our relationship at our will if necessary.

Please sign and date below indicating that you have read and agreed with the above;

\_\_\_\_\_  
Corporate signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amityville Payroll Service      Manager

\_\_\_\_\_  
Date