



## Check and Envelope Ordering Overview and Instructions

A PLGIT Check Writing Authorization Form is required to establish check writing service for PLGIT Accounts. In accordance with PLGIT's Information Statement, all accounts that use PLGIT's check writing service are required to have at least one check verifier on file with PLGIT. **Failure to comply with this requirement can result in rejection of your checks, and you may incur fees as a result from your payee.** Online access is a mandatory requirement for a check verifier. Contact PLGIT for assistance with online enrollment.

**It's Easy** - To download an order form click [here](#) and follow the steps as outlined below for each section.

**For reorders, please complete the Order Form and include the reorder sheet included in your box of checks from Harland Clarke or a full page voided check sample reflecting the exact formatting requirements.**

- **Account Information:** Provide the Investor Name, TIN and PLGIT Account number. If reordering specify the account number to be charged. If left blank the fee will automatically be deducted from the account for which the checks are being ordered.
- **Check Detail:** If ordering laser checks specify the placement of the check (top, middle, bottom or three per page) and style code. To select your desired style code, review the available formatting options for laser checks by clicking [here](#). Specify the quantity, color, number of signature lines required, and start number.
- **Check Personalization:** Specify what should be printed on the top of the checks. Such as entity name, account title, address, phone number, etc. Any portion left blank will not be printed on the checks.
- **Envelopes:** Compatible with laser check styles **A**, **B** and **C**. To review these compatible options click [here](#). Charges will apply for envelopes. Contact the Client Services Group for pricing at 1-800-572-1472.
- **Shipping Information:** Provide a shipping method. Additional charges will apply to expedite the order and for overnight delivery. Indicate the physical mailing address (no P.O. Box) as a signature may be required at delivery.
- **Additional Notes:** Note any special instructions. For example, a change to the start number or color preference.
- **Signature:** To place an order the PLGIT check order form must be signed by an authorized individual per PLGIT records.

**Order Submission:** You can submit the order form to the PLGIT Client Services Group via Connect by clicking [here](#). Enter your Connect login credentials. Next, click the "Contact" link in the upper right-hand side. Complete the respective fields and select the file(s) to be uploaded. Click the "Upload" button. Finally, send the message. Alternatively, you may fax the completed paperwork to the PLGIT Client Services Group at 1-800-252-9551.

### FAQ's

- **Will I be charged for my check order?**  
The first PLGIT check order is available at no cost. Charges apply for all check reorders. Contact the Client Services Group for pricing at 1-800-572-1472.
- **Will a charge apply for envelopes?**  
Yes. All envelope orders, including the first PLGIT order have a fee. Contact the PLGIT Client Services Group for pricing at 1-800-572-1472.
- **When can I expect the checks or envelopes to arrive?**  
Once the required paperwork is received (in good order) and processed, delivery takes approximately seven to ten business days with standard ground delivery.
- **Will a charge apply for a rush order?**  
Yes. This includes the first PLGIT check order.
- **What documents are needed for an order?**  
*The PLGIT Order Form.* To expedite reorders, please include the reorder sheet included in your box of checks from Harland Clarke or a full page voided check sample reflecting the exact formatting requirements.