

Checks must meet the following criteria: (numbers refer to Parts of a Check from the diagram below)

- Checks should be made payable to "Millersville University" only (3)
- Checks are not stale-dated (more than six months old) or post-dated (future dated) (2)
- Written amount (5) and boxed amount (4) agree – written amount is the legal amount
- Account holder's name (1) is pre-printed name on the check and matches the signature (12)
- Check must be signed (12)
- Checks are drawn on a U.S. bank and in U.S. funds (6)
- Check is not a starter check
- Check does not contain a label over pre-printed name (1). For updated information, a single line may be used to update name or address information. Prior pre-printed information must be visible
- Check has not been altered (includes payee name, boxed amount, written amount, etc)
- Check written in ink

Student's M# may be written in the Memo Line (7) for reference.

To pay online with an electronic check, log into www.millersville.edu/sam (students) or www.millersville.edu/pay (authorized users) and use the Bank Routing Number (8) and Checking Account Number (9) – make sure not to include the Check Number (10)

