

Directions for the Dishonored Check General Notice Online Form

When you have opened the online Dishonored Check Letter 1, please follow these steps to successfully complete the form:

1. Hit **Tab**. This will place your cursor in the first text box.
2. Type the **Current Date**. Hit **Tab**.
3. Type the **Name**. Hit **Tab**.
4. Type the **Address**. Hit **Tab**.
5. Type the **City, State & Zip**. Hit **Tab**.
6. Type **Name** after Dear (Salutation)
7. Type the **Check Number**. Hit **Tab**.
8. Type the **Date of Check**. Hit **Tab**. (Please use the MM/DD/YY format.)
9. Type the **Check Amount**. Hit **Tab**.
10. Type the **Location**. Hit **Tab**.
11. Type the **Payment Amount**. Hit **Tab**.
12. Type the **Location**. Hit **Tab**.

This letter can be used in a #10 window envelope.