



What is your name? _____

Your Address? _____

Your Phone Number? _____

E-mail address? _____

Name of Account Holder? _____

Name of Bank? _____

Bank City, State & Zip? _____

Bank Phone Number? _____

Check Amount? _____

Date of Check? _____ Check Number? _____

Routing Number (See Example)? _____

Account Number? _____

Check made payable to? **Ritchie Secretarial Service**

Please make a note of this check for your records, and fax this form to 303-600-4716.
If you have any questions, or would prefer to give this information via phone feel free to call me at 303-367-4545 or 720-299-1592.