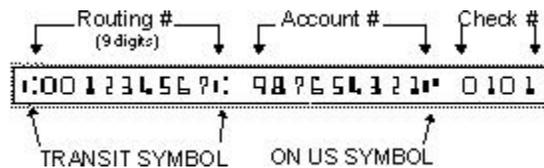MICR Line Help Doc

Index:
- Micr Line Explanation
- Entering Micr Line into Yardi Checkscan / Micr Button
- Micr Line Symbol Definitions

Micr Line Explanation

When you look at an MICR line on a check, it can seem like a bunch of nonsensical numbers and symbols at first. But these numbers serve an important purpose in the identification and reading of a check. Most checks contain three main types of information in the MICR line.

Routing # (9 digits) — Account # — Check #

⑆00123456⑆7⑆ 98765411⑈ 0101

TRANSIT SYMBOL   ON US SYMBOL

1) The first set of numbers in the MICR line are surrounded by a symbol that looks something like this: |:. This first set of numbers is called the routing number. The routing number is nine digits long and is made up of three parts. The first four numbers are the Federal Reserve Routing Symbol-- these numbers tell which branch of the Federal Reserve the check has come from. The next four numbers identify which bank the check has been issued by. The last number is the check digit.

2) The second set of numbers in the MICR line is your individual account number. Your account number is preceded and/or followed by a symbol that looks something like this: ||.. There is no uniform amount of digits for the account number; it may be five digits or it may be ten. The amount of digits depends on how many individual accounts your bank has.

3) The last set of numbers in the MICR line is the check number. This number denotes which check from your checkbook you are using. The check number is usually preceded by a 0 and matches the number found in the upper-right hand corner of the check.
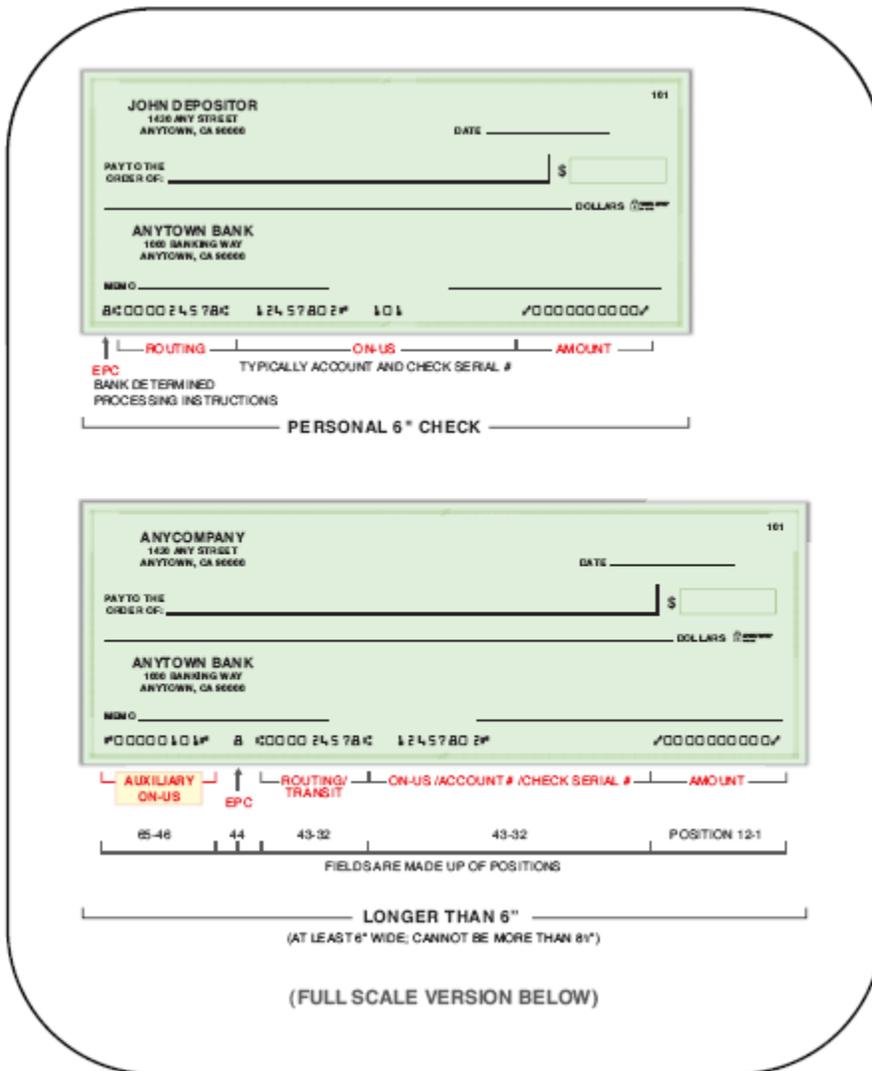
The numbers on the MICR line are usually in the above order when read from left to right, but sometimes they may be switched around depending on the bank, so be aware of that when you are using a check.

Does my check have an Auxiliary On-Us field?

The first step in identifying whether your check has an Auxiliary On-Us field is to look at it's size. Standard 6" checks do not include an Auxiliary On-Us field. Six-inch checks are often referred to as "personal checks", although many businesses also use them. In general the longer checks are used by corporate treasury and payable departments. This number is usually on the far left of the larger checks and an External Processing Code (EPC) is shown to the right. See the example of a check with and without below.

JOHN DEPOSITOR
1420 ANY STREET
ANYTOWN, CA 90000

101

DATE _____

PAY TO THE
ORDER OF: _____ $ [   ]

_____ DOLLARS

ANYTOWN BANK
1000 BANKING WAY
ANYTOWN, CA 90000

MEMO _____

B⑈00002457B⑈ ⑈2457802⑈ 101 ⑈0000000000⑈

↑ └─ROUTING─┘ └──────ON-US──────┘ └─AMOUNT─┘
EPC   TYPICALLY ACCOUNT AND CHECK SERIAL #
BANK DETERMINED
PROCESSING INSTRUCTIONS

└──────────── PERSONAL 6" CHECK ────────────┘

ANYCOMPANY
1420 ANY STREET
ANYTOWN, CA 90000

101

DATE _____

PAY TO THE
ORDER OF: _____ $ [   ]

_____ DOLLARS

ANYTOWN BANK
1000 BANKING WAY
ANYTOWN, CA 90000

MEMO _____

⑈0000101⑈ B ⑈0000 2457B⑈ ⑈2457802⑈ ⑈0000000000⑈

┌─AUXILIARY─┐ ↑ └─ROUTING/─┘└─ON-US /ACCOUNT # /CHECK SERIAL #─┘└──AMOUNT──┘
│ ON-US   │ EPC TRANSIT
65-46   44   43-32   43-32   POSITION 12-1

└──────────── FIELDS ARE MADE UP OF POSITIONS ────────────┘

└──────────── LONGER THAN 6" ────────────┘
(AT LEAST 6" WIDE; CANNOT BE MORE THAN 8¾")

(FULL SCALE VERSION BELOW)

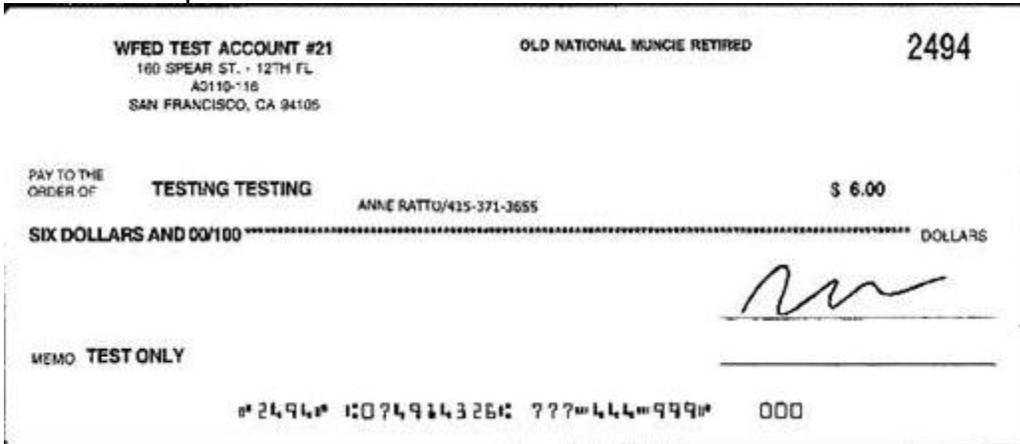What is the Auxiliary On-Us field used for?

Industry standards do not specify what the field can be used for and the financial institution determines what information is included in that field. Sometimes, the check serial number is included here, or a code to indicate that the check's account holder uses treasury or risk management services.

Entering Micr Line into Yardi Checkscan / Micr Button

Per the information above you can select the MICR button in the checkscan detail record and manually enter in the MICR detail if needed. See the screen shot below:

Check Example:

Yardi Micr Button Example to match above check:

Micr Line Symbol Definitions:

MICR symbols are used to identify the different components of the MICR line. Due to the fact that there are a variety of methods for printing the required information for automatic processing, each field is denoted by a specific MICR symbol. Click on any of the images or labels below for more information.

Transit and Routing Data Symbol

Account and On-Us Symbol

Dash Symbol

Amount Symbol

Amount Symbol

The amount symbol is used to identify the amount value within the MICR line. Amount fields are optional fields generally not found on personal and business checks. Other MICR symbols include: On-Us or Account Symbol, Dash Symbol and Transit or Routing Symbol.

Dash Symbol

The MICR dash symbol is used to separate data within the MICR line of checks and financial documents. The dash symbol is popular in the Canadian banking system where routing transit numbers (RTNs) are separated into transit and institution numbers. Other MICR symbols include: Amount Symbol, On-Us or Account Symbol and Transit or Routing Symbol.

Routing Number Symbol

The routing number symbol is used to identify the routing information associated with a payment. This symbol is typically located on both sides of the routing transit number field which is used to indicate the institution and branch information involved in the withdrawal. The routing number symbol may also be referred to as the transit number symbol. Other MICR

symbols include: Amount Symbol, On-Us or Account Symbol, Dash Symbol.

Transit Number Symbol

The MICR transit number symbol is a key part of every MICR line. The transit symbol indicates the transit number associated with a bank or financial institution. It is also known as the routing symbol or routing transit symbol. Other MICR symbols include: Amount Symbol, On-Us or Account Symbol and Dash Symbol.

On-Us Symbol

The on-us symbol located within the MICR line is more commonly referred to as the account number symbol. It is used to identify the bank account number from which funds are to be drawn. Other MICR symbols include: Amount Symbol, Dash Symbol and Transit or Routing Symbol.

Updating the Micr Button

If the Micr Button has to be used to make updates, see the correct updates per the fields below. Before using the update micr button you should try to scan the check a few times.

Personal Checks:

Onus: Acct#/Check#

AuxOnus: Blank

Commercial Checks:

Onus: Acct#/

AuxOnus: Check#

Money Orders:

Account number is almost always blank.

Onus: MO#/   (This is the 40##### number for Money Grams, not the check number in the upper right)

AuxOnus: Blank

Cashiers Check:

Onus: Acct#/

AuxOnus: Check#

Bill Pay:

Onus: Acct#/

AuxOnus: Check#