

Check fraud is one of the largest challenges facing nonprofits and financial institutions today. With the advancement of computer technology, it is increasingly easy for criminals to manipulate checks in such a way as to deceive innocent victims. That’s why Blackbaud Forms has introduced the following products and services to help you reduce and manage your risk of check fraud.

Check Armor Protection Service

Check Armor Check Fraud Protection Service is sold with preprinted Blackbaud checks drawn on U.S. banks. This fraud protection service applies to a specific run of checks. The service reimburses losses up to \$25,000 in 72 hours in the event a fraudulent act occurs relating to eligible checks.

For more information, please refer to our Check Armor FAQ:

<https://www.blackbaud.com/files/pdf/blackbaud-forms/CheckArmorFAQ.pdf>

Security Accessories

The following products make it simple to enforce common sense rules to protect the security of your checks or sensitive financial data.

	<p>Check lock box –This is an attractive black faux-leather box with a grommet, lock and key. Use this box to help secure up to 500 laser checks or other sensitive documents. (sku: SECUREBOX)</p>
	<p>Security ink pen- Our security gel pen uses specially formulated inks with color pigments that are nearly impossible to alter with a chemical “wash.” Unlike some competing brands, this formula is smear-proof, waterproof and fade-proof on most surfaces. The ink is also acid-free, non-toxic and archival-safe. (sku: SPEN3)</p>
	<p>Counterfeit currency detector pen – Detect counterfeit U.S. currency with a swipe of this pen. The chemically sensitive ink works instantly. The bill is genuine if the mark is amber in color. Dark brown or gray color means the bill is suspect. (sku: CPEN)</p>
	<p>Secure stamper – Use our secure stamper to obliterate blocks of information on checks and other sensitive documents. This can be an alternative to shredding or a way to hide information on file documents, like statements, invoices and other records. (sku: SECSTMP)</p>

High Security Checks

Coming May 1, 2012, Blackbaud Forms is pleased to offer two new levels of high security checks to U.S. organizations. (Unfortunately, the check design requirements of the Canadian Payments Association are incompatible with the high security check backer design, so there are no changes to our Canadian checks.) As a result we will retire our current U.S. Standard and Security check offerings by April 30, 2012. Our popular line of Value checks will not change. In addition, the Safety line of EFT and DDR notices will be discontinued. Standard line EFT and DDRs will continue to be available.

All Blackbaud Forms checks are manufactured with a range of safety features designed to prevent fraud. The purpose of check safety features is to thwart criminals from trying to alter either payee names or dollar amounts, as well as replicate checks. High security checks make evidence of alteration or forgery more apparent than a regular check and offers more difficult and numerous technical challenges to the criminal. Because of this, high security checks are your first line of defense against check fraud. Not only can this protect you from fraud, it can also limit your risk of being held accountable for acts of check fraud since use of high security checks help your organization to legally demonstrate that care has been exercised to protect your checks.

Guardian Plus checks include a foil hologram: a three dimensional graphic foil fused to the check. The hologram is very difficult to scan or copy. It includes three security features within the foil stamp: 1) multicolor, 2) high resolution and 3) kinetic effect that causes the image to change when moved in various directions. These represent the most robust option for a high security check. All the best in market security features are included in this check.

The Guardian line of preprinted and blank checks includes all the same features, except the holographic foil.

Please note that these new checks are fully compatible with The Financial Edge®. No elements of the check design template have been altered. We've simply enhanced and improved the manufacturing of these checks to perform at the highest possible level.

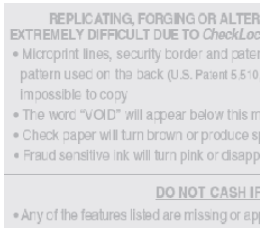
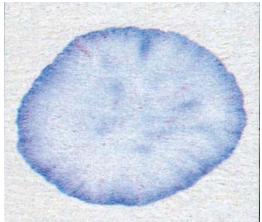

Choose Guardian Plus checks for our most powerful security defense against check fraud. Guardian Plus checks feature 28 security features including Controlled Paper Stock, Foil Hologram, Thermochromic Ink, Toner Adhesion and a myriad of other state-of-the-art security measures, all working together to make this check virtually impossible to replicate or alter without leaving evidence.


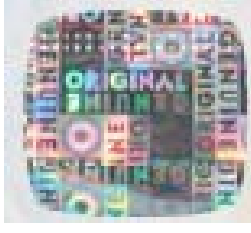


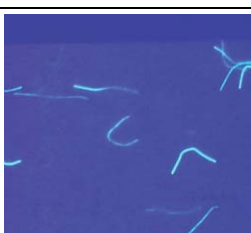
Checks offered by Blackbaud Forms



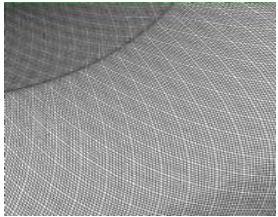



	Number of safety features	Colors	Types of checks offered
Guardian Plus check with holographic foil	28	Blue and Green	Single stub AP Double stub AP Single stub Payroll


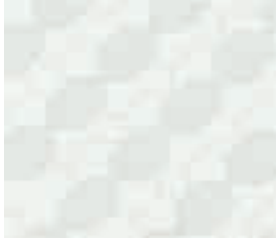


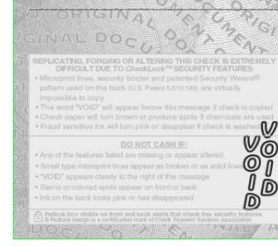

	Number of safety features	Colors	Types of checks offered
Guardian check (without holographic foil)	25	Blue and Green	Single stub AP Double stub AP Single stub Payroll Blank check stock
Value line checks	11	Blue, Purple, Maroon, Tan and Green	Single stub AP Double stub AP Single stub Payroll
Canadian checks	11	12 colors	Double stub AP Single stub AP
FundWare checks	11	Blue, Maroon, Green and Purple	Multipurpose laser check with control number Multipurpose laser check with check number Payroll check

Guardian line high security check features:

Guardian High Security Check Features	
	<p>Backer warning box – The warning box on the back of the check calls out an extensive list of security features, advising the recipient to validate these features before cashing.</p>
	<p>Chemically reactive paper (Primary and Extended) – This is uniquely treated paper with color indicators that react with an extended range of chemicals to provide recognizable signs of attempted alteration. Multiple indicators should be used for improved security. Chemically washed paper will have a faded appearance or spots thanks to this treatment. The sensitivity of the Guardian line covers a wider array of chemicals than other Blackbaud checks.</p>
	<p>Chemical wash detection box – A specific white area on the check backer designed to make chemical tampering instantly evident. No color should appear within the box.</p>


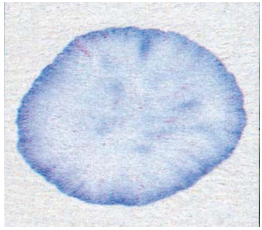

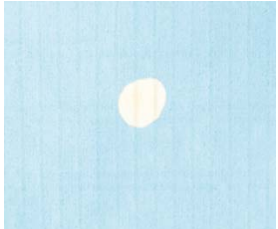

Guardian High Security Check Features	
	<p>Colored pantograph – This is a unique colored background design should be present. White background indicates check alteration.</p>
	<p>Controlled paper stock –Our check paper supplier’s fully enclosed facilities follow strict guidelines for storing and handling products, only releasing security products to authorized printers with proof of order. Their advanced on-site security includes 24/7 security coverage, 100 percent secure perimeter fencing, and electronic video surveillance at all points of entry. In addition, they are U.S. Treasury/GPO approved for the production of U.S. Treasury, U.S. State Department, and GPO security paper requirements.</p>
	<p>Foil hologram – <u>Available only on our Guardian Plus line of checks</u>, this optically variable device provides a three dimensional effect and is very difficult to scan or copy. The unique, original design includes three different security features within the foil stamp; multicolor, high resolution and kinetic effect.</p>
	<p>Fugitive ink – This is a chemical-sensitive ink used to print the check backer. It forms a detectable spot when chemical alteration is attempted.</p>
	<p>High resolution intricate border – The uniquely designed border is difficult to replicate and often distorts when copied.</p>
	<p>Invisible fluorescent fibers – These are integrated, randomly placed fibers that cannot be scanned or photocopied and are visible only under black (UV) light. These fibers easily verify document authenticity and can be viewed from both sides of the check paper.</p>


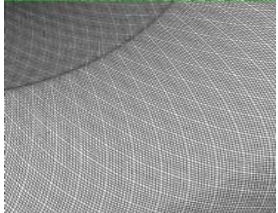



Guardian High Security Check Features	
	<p>Microprinting – These are words printed so small that they look like a line to the naked eye. Only when magnified do the micro-printed words become visible. Micro-printing will appear in the signature line, border and on the backer. If the document is copied or altered, this line becomes unreadable.</p>
	<p>Padlock icon –The Padlock icon on front and back indicates the check meets industry standard security guidelines.</p>
	<p>Patented security weave backer – This is an intricate, patented design on the back of the check that deters counterfeiting, copying or scanning.</p>
	<p>Prismatic multi-colored background – This is a multi-colored background with subtle graduations that make it difficult to copy or reproduce.</p>
	<p>Security screen backer –The words “Original Document” will fade, distort or disappear if the check has been copied or scanned by traditional means.</p>
	<p>Thermochromic heat sensitive icon – This element is printed in pink heat sensitive ink that disappears when warmed by the touch of a finger or breathed on. This makes the authenticity immediately verifiable.</p>

Guardian High Security Check Features	
	<p>Toner adhesion – This feature is created by coatings applied to the finished paper that securely anchor toner to the paper. This makes removal very difficult without causing visible damage to the paper.</p>
	<p>True watermark – This feature is created by the paper machine by altering fibers during sheet formation. It produces a distinctive mark that is visible in reflected and transmitted light, but will not scan or copy. It also offers protection against cut-and-paste attempts.</p>
	<p>UV dull paper – This element reduces or eliminates brighteners from the paper, lowering its reflectance properties. Authentication is possible by comparing originals to ordinary copy bond paper.</p>
	<p>Visible fibers – These are randomly placed fibers of various lengths and colors that are visible on both sides of the paper which complicates copying.</p>
	<p>Void indication – This is an area on the backer that has the word "VOID" hidden in it. It is created using special screens and background designs. When photocopied by a color copier the word "VOID" appears on the copied document.</p>
	<p>Warning band – The warning band on the check face calls out specific features. This helps the recipient quickly verify the check is authentic.</p>

Other Checks

Blackbaud's other check products are have the following eleven check security features.

Check Security Features for Value, Canadian and FundWare checks	
	<p>Backer warning box – The warning box on the back of the check lists all of the security features. It advises the recipient to validate these features before cashing.</p>
	<p>Chemically reactive paper (Primary) – Check paper is treated with indicators that react with a range of chemicals to provide recognizable signs of attempted alteration. Multiple indicators should be used for improved security. Chemically washed paper will have a faded appearance or spots thanks to this treatment.</p>
	<p>Colored background– The colored background can make tampering more evident.</p>
	<p>Controlled paper stock –Our check paper supplier's fully enclosed facilities follow strict guidelines for storing and handling products, only releasing security products to authorized printers with proof of order. Their advanced on-site security includes 24/7 security coverage, 100 percent secure perimeter fencing, and electronic video surveillance at all points of entry. In addition, they are U.S. Treasury/GPO approved for the production of U.S. Treasury, U.S. State Department, and GPO security paper requirements.</p>
	<p>Fugitive ink – This is a chemical-sensitive ink used to print the check backer. It forms a detectable spot when chemical alteration is attempted.</p>
	<p>Microprinting – These are words printed so small that they look like a line to the naked eye. Only when magnified do the micro-printed words become visible. Micro-printing will appear in the signature line and on the backer. If the document is copied or altered, this line becomes unreadable.</p>

Check Security Features for Value, Canadian and FundWare checks	
	<p>Padlock icon —The Padlock icon on front and back indicates the check meets industry standard security guidelines.</p>
	<p>Patented security weave backer – This is an intricate, patented design on the back of the check that deters counterfeiting, copying or scanning.</p>
	<p>Security screen backer seal –The words “Original Document” will fade, distort or disappear if the check has been copied or scanned by traditional means.</p>
	<p>Warning border – The warning border on the check face directs the recipient to review the security list on the back of the check. This helps the recipient quickly verify the check is authentic.</p>
	<p>UV dull paper – This element reduces or eliminates brighteners from the paper, lowering its reflectance properties. Authentication is possible by comparing originals to ordinary copy bond paper.</p>