

REQUIRED IDENTIFICATION

Identification is required for personal checks when prompted by the terminal. No ID is required for company checks. The following are acceptable:

- Permanent, valid, unexpired driver's license from anywhere in the U.S., Canada, Puerto Rico or U.S. Virgin.
- Current, valid U.S. Military ID (use the Social Security number on the Military ID).
- Permanent, valid, unexpired state-issued non-driver's ID (only if a driver's license or military ID is unavailable).

The signature and physical description of the check writer must reasonably correspond to any signature or description contained in the ID.

RESPONSE CODES

Approved 1234

Approved transactions are assigned a four-digit code. TeleCheck warranty applies for the full face value of check or up to the pre-established warranty maximum, provided all warranty requirements are met (see "Warranty Requirements" on reverse).

Approval code may include the following:

- 1.) Several characters of check writer's name or company name to verify against name on check
- 2.) "Preferred" instead of "Approved" to indicate check writer's preferred status
- 3.) A "+" to indicate TeleCheck's warranty applies for the full face value of check.

If name in authorization response does not match name(s) imprinted on check, verify ID and call TeleCheck Authorization Center for assistance.

Approved 1234 - Keep check for deposit - Keep the check for manual bank deposit

Code 3 - Please give the check writer a courtesy card. Also give the check writer the referral/record number if it prints. TeleCheck has no negative information on the check writer or company, but the check falls outside established guidelines that TeleCheck will guarantee at this time.

Code 4 - Please give the check writer a courtesy card. Also give the check writer the referral/record number if it prints. TeleCheck has information on file that prevents warranty of any check from this check writer or company at this time.

Code 40:Lost/Stolen - Please give check writer a courtesy card. TeleCheck has information on file, which indicates that this ID or check has been reported lost or stolen.

Check Invalid - Please give check writer a courtesy card. Check does not comply with accepted check printing standards.

Data Entry Error: Retry Request - A data entry error was made. Please verify ID and enter authorization request again.

Call Center - Call the TeleCheck Authorization Center at 1-800-366-5010

STATE ID TYPE CODES

United States Driver's License:

| | | |
|----------------------|-------------------|--------------------------|
| 25 Alabama | 52 Louisiana | 60 Ohio |
| 55 Alaska | 56 Maine | 65 Oklahoma |
| 20 Arizona | 79 Maryland | 67 Oregon |
| 27 Arkansas | 87 Massachusetts | 78 Pennsylvania |
| 23 California | 40 Michigan | 70 Puerto Rico |
| 26 Colorado | 64 Minnesota | 74 Rhode Island |
| 28 Connecticut | 77 Mississippi | 72 South Carolina |
| 33 Delaware | 66 Missouri | 73 South Dakota |
| 93 Dist. of Columbia | 68 Montana | 86 Tennessee |
| 35 Florida | 63 Nebraska | 89 Texas |
| 42 Georgia | 38 Nevada | 88 Utah |
| 44 Hawaii | 47 New Hampshire | 83 Vermont |
| 43 Idaho | 53 New Jersey | 16 Virgin Islands (U.S.) |
| 45 Illinois | 39 New Mexico | 82 Virginia |
| 46 Indiana | 69 New York | 92 Washington State |
| 49 Iowa | 75 North Carolina | 98 West Virginia |
| 57 Kansas | 36 North Dakota | 94 Wisconsin |
| 59 Kentucky | 68 Montana | 99 Wyoming |

Canadian Driver's License:

| | | |
|---------------------|--------------------------|----------------------|
| 21 Alberta | 31 Newfoundland | 81 Prince Edward Is. |
| 11 British Columbia | 37 Northwest Territories | 71 Quebec |
| 61 Manitoba | 41 Nova Scotia | 58 Saskatchewan |
| 13 New Brunswick | 51 Ontario | 91 Yukon |

Other:

| | |
|----------------|-----------------------------------|
| 97 Military ID | 76 Australia, Guam or New Zealand |
|----------------|-----------------------------------|

For Warranty Requirements:

Determine whether the check presented is a personal or a company check. When both the name of a person and the name of a company appear on the check, it should be considered a company check. No ID is required for company checks. Make sure the check meets all warranty requirements by following the example below:

This information must be written on the check:
TeleCheck Number / Clerk's Initials / Approval Code

Name
Imprinted by check manufacturer;
no starter checks

Address
Physical address;
if P.O. Box, write in full address

Phone Number
Home or business with area code;
may be handwritten

Financial Institution
Drawn on U.S., Canadian, Puerto Rican or
U.S. Virgin Islands bank

Check Number

Date
MO/DAY/YR (no pre- or postdates)

First Party
Payable to subscriber

Amount
Figures and words must agree

Signature
Must reasonably correspond to the name
imprinted on the check

Company Check
Signature will differ from imprinted name

For Manual MICR Entry
Use these numbers from left to right for MICR ID

Note: Any alterations to the check must be made and initialed by the check writer

SALE Use this function to authorize a check.

| | |
|--|---|
| IDLE PROMPT | Press Check |
| SALE CLOSE REPORT | Press Sale |
| INSERT CHECK | Insert check into checkreader or key MICR/Routing number and press Enter |
| CHECK NUMBER | Key check number and press Enter |
| PERSONAL CHECK? YES NO | Press No if the check is not a personal check or Press Yes if the check is a personal check |
| ENTER SALE AMOUNT \$0.00 | Key amount of check and press Enter |
| TERMINAL MAY PROMPT: | <ul style="list-style-type: none"> - Verify amount and press desired option Yes/No - Swipe or enter the DL/ ID type and press Enter - State ID code number and press Enter - Date of Birth (MMDDYYYY) and press Enter - Social Security and press Enter - Home phone and press Enter - Home ST address and press Enter - Zip code and press Enter - Invoice number and press Enter - Clerk ID number and press Enter |
| KEEP CHECK FOR DEPOSIT APPROVED 0000 | If approved, write four-digit approval code and TeleCheck subscriber number on check and keep for deposit (be sure to follow all Warranty Requirements). Press Clear to return to idle prompt. |
| RESPONSE CODES XXXX | For non-approved transactions see the "response codes" section |

FD SERIES QUICK REFERENCE GUIDE THE TELECHECK® HOLD CHECK WARRANTY

