

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.

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

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 approve 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 acceptance 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
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Recommended Check Acceptance Guidelines:

For non-ECA transactions: 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.

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

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

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

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

The diagram shows a check from Madeline Stone, 1234 OAKDALE LN, HOUSTON, TX 77233. The check is dated Mar. 31, 2002, for the amount of \$216.60 (Two Hundred Sixteen and 60/100 Dollars). The check is drawn on AMERICAVEST, AmericaWest of Texas, N.A., Houston, TX. The MICR line at the bottom reads: ⑆ 3000003⑆ 0445⑆ 4664658⑆. The check number is 0445. The signature is Madeline Stone.

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**

CHECKNUMBER Key check number and press **Enter**

PERSONAL CHECK? YES NO Press **No** if the check is not a personal check or **Yes** if the check is a personal check

ENTER SALE AMOUNT \$0.00 Key amount of check and press **Enter**

TERMINAL MAY PROMPT: - Verify amount and press desired option Yes/No
- State ID code number 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 Check Acceptance Guidelines). Press **Clear** to return to idle prompt.

RESPONSE CODES XXXX For non-approved transactions see the "response codes" section

VOID Use this function to void/delete a check transaction that is in the current batch.

CHECK CREDIT DEBIT Press **Check**

<BACK EDIT MORE> Press **Edit**

ELECTRONICA 001 APP 0000 \$1.00 CHECK#101 CLASS/ <PREV EDIT NEXT> Press **Edit**

AMOUNT VOID Press **Void**

VOID TRANS? YES NO Press **Yes**

VOID COMPLETE

VS VOID SALE 000000 CLK 0000 OK0000 AMOUNT \$0.00 XXXXXXXXXXXXXXXXXXXX <PREV VOID NEXT> Press **Clear** to return to idle prompt

CHANGING TRANSACTION AMOUNT Use this function to change the amount for the selected transaction

CHECK CREDIT DEBIT Press **Check**

<BACK EDIT MORE> Press **Edit**

ELECTRONICA 001 APP 0000 \$1.00 CHECK#101 CLASS/ <PREV EDIT NEXT> Press **Edit**

AMOUNT VOID Press **Amount**

ENTER NEW AMOUNT \$0.00 Key new amount and press **Enter**

DIALING.... Terminal communicates with the host for approval

PRINT CUST RECEIPT YES NO Press **Yes** to print customer receipt.

ELECTRONICA 001 APP 0000 \$1.00 CHECK#101 CLASS/ AMOUNT VOID Press **Clear** to return to idle prompt

CLOSING THE BATCH Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information.

IDLE PROMPT Press **Check**

SALE CLOSE REPORT Press **Close**

TOTALS CORRECT? \$\$\$\$.\$\$ YES NO Press **Yes** to confirm close

TELECHECK BATCH CLOSE COMPLETE Press **Clear** to return to idle prompt

FD SERIES QUICK REFERENCE GUIDE THE TELECHECK® LOCKBOX PAYMENT SERVICES VERIFICATION

