

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 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 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

Labels and instructions for the check fields:

- 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
- Check Number:** 0445
- Date:** MO/DAY/YR (no pre- or postdates) - Mar. 31 2002
- First Party Payable to subscriber:** California Dresses Unlimited
- Amount:** Figures and words must agree - \$ 216.60
- Signature:** Must reasonably correspond to the name imprinted on the check - Madeline Stone
- Company Check:** Signature will differ from imprinted name

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
CHECKNUMBER	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 Check Acceptance Guidelines). 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® PAPER VERIFICATION

