

**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.

**ECA® RESPONSE CODES**

*Approved 1234*

Approved transactions are assigned a four-digit code.

For Electronic Checks: Approval code is printed on receipt. TeleCheck warranty applies for the face value of approved check.

For Paper Checks: Approval code may be written on check. 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

**ECA® REQUIREMENTS**

Non-face to face check transactions cannot be processed as ECA. The customer must be present. This would include checks mailed to the merchant for payment of goods or services.

**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 Albert a         | 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

**VOID A CHECK TRANSACTION** Use this function to void a transaction that is in the current batch.

|  |   |
|--|---|
| IDLE PROMPT  | Press <input type="button" value="Check"/>                                    |
| SALE CLOSE REPORT<br>BACK EDIT MORE  | Press <input type="button" value="Edit"/>                                     |
| <TRANS TYPE> #####<br>CLK #####<br>APP ##### \$\$. \$\$<br>CHECK #####<br>PREV EDIT NEXT | Press <input type="button" value="Edit"/>                                     |
| <TRANS TYPE> #####<br>CLK #####<br>APP ##### \$\$. \$\$<br>CHECK #####<br>AMOUNT VOID    | Press <input type="button" value="Void"/>                                     |
| VOID TRANSACTION?<br>YES NO  | Press <input type="button" value="Yes"/>                                      |
| DIALING...<br>VOID COMPLETE  | Press <input type="button" value="Clear"/> two times to return to idle prompt |

**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.

The diagram shows a check from Madeline Stone, 1234 OAKDALE LN., HOUSTON, TX 77057. The check is dated Mar. 31 2002 and is payable to California Dresses Unlimited for \$216.60. The check is drawn on AmericaWest bank. The MICR line at the bottom is ⑆ 3000003⑆ 0445⑆ 4664658⑆. Callouts point to various fields on the check with instructions on what information must be present for acceptance.

**SALE** Use this function to authorize or capture a check transaction for settlement if ECA processed.

IDLE PROMPT

Press **Check**

SALE CLOSE REPORT

Press **Sale**

INSERT CHECK

Insert check in the check reader or enter MICR data manually 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**

ENTER CASH AMOUNT \$0.00

Key cash amount and press **Enter**

TERMINAL MAY PROMPT:

- 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**

PRINT CUSTOMER RECEIPT?  
YES NO

A merchant receipt will print if the sale is approved for ECA. Have the check writer sign the receipt and then Press **Yes** to print customer receipt. Use "VOID" stamp to deface the front of the check and return the check to the customer. Retain signed merchant receipt for your records.

(Note: The FD200 can automatically deface the check without using a stamp.)

If the check writer refuses to sign the receipt, the ECA transaction must be "VOIDED" from the check batch. The merchant must **review check for warranty requirements and keep check for deposit.**

A receipt will NOT print if the check is not ECA eligible. If approved only for paper processing, write the four-digit approval code and TeleCheck subscriber number on check and keep for deposit (be sure to follow all "Warranty Requirements" on back). For non-approved transactions, see "Response Codes" section

**Print Batch Report** Use this function to print out a detail report of all the transactions in the current batch (transactions that have not yet been settled).

IDLE PROMPT

Press **Check**

SALE CLOSE REPORT

Press **Report**

PRINT TOTAL DETAIL CLERK

Press the desired report to print

TERMINAL MAY PROMPT:  
ENTER INVOICE#  
ENTER CLERK#

Key invoice or clerk number and press **Enter**.

Press the < or > keys to scroll through transactions.

PRINT TOTAL DETAIL CLERK

Press **Clear** two times to return to idle prompt

**Reprint** Use this function to reprint any transaction in the current batch.

IDLE PROMPT

Press **Check**

SALE BACK CLOSE EDIT REPORT MORE

Press **More**

REPRINT BATCH UNLOCK DELETE BATCH

Press **Reprint**

ENTER TRANS #

Key trans # or press **Enter** for last transaction.

PRINT CUSTOMER RECEIPT?  
YES NO

Press **Yes** to print customer receipt.

REPRINT BATCH UNLOCK DELETE BATCH

Press **Clear** two times to return to idle prompt

**SETTLE** Use this function at the end of each day to settle the batch for merchant funding.

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

**Review A Check Transaction or Check Totals.** Use this function to review check transactions or totals in the batch.

IDLE PROMPT

Press **Check**

SALE CLOSE REPORT

Press **Report**

VIEW TOTAL DETAIL CLERK

Under the View tab touch the desired report.

TERMINAL MAY PROMPT:  
ENTER TRANS #  
ENTER CLERK #

Key trans # or clerk number and press **Enter**.

Press the < or > keys to scroll through transactions.

## FD SERIES QUICK REFERENCE GUIDE

THE TELECHECK® ECA® VERIFICATION  
SERVICE WITH TRS COLLECTIONS SERVICE



{750FD100}

### VOICE AUTHORIZATION NUMBERS

TeleCheck 1-800-366-5010

MC/VS \_\_\_\_\_

AX \_\_\_\_\_

DISCOVER/NOVUS \_\_\_\_\_

CUSTOMER SUPPORT \_\_\_\_\_

### PROGRAMMING INFORMATION

TeleCheck Number \_\_\_\_\_

Merchant ID (MID) \_\_\_\_\_

Terminal ID (TID) \_\_\_\_\_

Download Telephone Number \_\_\_\_\_

Touch Tone or Rotary Dial \_\_\_\_\_