

## SALE

### 1. Choose terminal

**LIP Nurit:** 1. Press PYMT until it says CHECK  
**IVI:** 1. Press 1 for Conversion 2 Auth Only  
**Talento** 1. Press 7  
**OMNI** 1. Press \* and GLOBAL CHECK  
**TRANZ/ZON:** 1. Press the \_\_\_\_\_ key

### 2. Follow terminal prompts:

**DRIVERS LICENSE:** Customers Drivers license or State issued ID card.

**STATE CODE:** See table at right.

**ACCOUNT:** Swipe check through reader.

**ITEM #/CHECK NUM:** Enter check #.

**CHECK AMOUNT:** Amount of the check.

3. No P.O. Box or temporary checks. Check Must have writers name, address, phone, and license on it.

4. Account holder must be physically present.

5. See TERMINAL RESPONSE table for responses.

6. If converted print customer's name & phone on receipt. Receipt must be signed by account holder.

## VOID

**Tranz/Zon:** Perform same steps as a sale except, Enter 'VOID' at driver license prompt.

**LipNurit:** Press PYMT MODE until it says CHECK. Press VOID and follow prompts.

**IVI 3000:** Perform same steps as a sale except Enter 0.00 for the amount.

**OMNI:** Press \* and GLOBAL CHECK. Follow prompt for VOID

## BATCH

**Tranz/Zon:** Perform same steps as a sale except Enter 'BATCH' at driver license prompt

**LipNurit:** Press BATCH key and ENTER. For Nurit 3020 & Magtek imager press FUNC 62 to upload images. (Do daily)

**IVI 3000:** Press 3

**OMNI:** Press \* and GLOBAL CHECK. Press BATCH

## STATE CODES

ALABAMA	10 INDIANA	36 NEBRASKA	29 S. DAKOTA	50
ALASKA	12 IOWA	38 NEVADA	31 TENNESSEE	51
ARIZONA	14 KANSAS	40 NEW HAMPSHI	33 TEXAS	52
ARKANSAS	16 KENTUCKY	42 NEW JERSEY	35 UTAH	53
CALIFORNIA	18 LOUISIANA	11 NEW MEXICO	37 VERMONT	54
COLORADO	20 MAINE	13 N. CAROLINA	41 VIRGINIA	55
CONNECTICUT	22 MARYLAND	15 N. DAKOTA	43 WASHINGT DC	56
DELAWARE	24 MASSACHUSE	17 OHIO	44 WASHINGTON	57
FLORIDA	26 MICHIGAN	19 OKLAHOMA	45 W. VIRGINIA	58
GEORGIA	28 MINNESOTA	21 OREGON	46 WISCONSIN	59
HAWAII	30 MISSISSIPPI	23 PENNSYLVAN	47 WYOMING	60
IDAHO	32 MISSOURI	25 RHODE ISL	48 SSN	77
ILLINOIS	34 MONTANA	27 S. CAROLINA	49 PUERTO RICO	61

## TERMINAL RESPONSES

**AUTH NUM xxxxG** Guaranteed & converted if on conversion. \*

**AUTH NUM xxxxV** Not guaranteed. Converted if on conversion. Void the sale if not desired.

**NO ACH xxxxV** Not converted. 4th digit/character indicates reason. See table on back

**DECLINED xxxxD** Declined. 4th digit/character indicates reason for decline. See table on back.

**SWIPE DL To APRV** Re-do transaction. Swipe license through card reader at license prompt.

**CANT READ SWIPE** Key license in.

**DL INPUT WRONG** License or state code Was entered wrong.

**INVALID ROUT #** Account was misread.

**ACCOUNT WRONG** Account was misread.

**INVALID CHECK NB** Temporary check.

## CHECK CLAIMS / STATEMENT

### Not Using Conversion Service

Mail the original check to the address on the front of this card. Include any supporting documentation

such as work orders, purchase orders, etc. which would have additional customer information. The check must be sent to us within 10 days after you receive it from your bank. We use the date stamped by the bank on the check reverse as a reference.

### Conversion Service

You will receive either a call or fax from one of our collectors. In either case fax the receipt and check, if you have it. Additionally fax any supporting documentation such as purchase orders, etc. if any. We must receive legible copies within 3 days of when requested to avoid losing guaranteed status.

### GUARANTEED CLAIMS RECOVERY \*

Claims are fulfilled in one of two ways. If we are able to debit the customer's account prior to the tenth of the month the funds will be direct deposited to your account. If not, a reimbursement check will be sent on the 10<sup>th</sup>. Once you have established an account in good standing guaranteed checks will not be charged back if received on time.

### NON GUARANTEED CHECK RECOVERY

In most cases the funds will be direct deposited to your account once recovered. See RESPONSES table for auth code 'V' indicating not guaranteed. To avoid 'V' codes void the sale and treat as a decline.

### STATEMENTS

Statements are available from our website. Use your 8 digit mid and SSN for the password. Direct deposits and activity will be listed at. [www.globalcheck.com](http://www.globalcheck.com) under the merchant section.

### \* Guarantee status predicated on all requirements being met.

1. Checks are properly authorized.
2. Retrieval request fully responded to
3. Transaction not in dispute.
4. Return rate not excessive.

GLOBAL   
 CHECK

## CONVERSION/GUARANTEE/VERIFICATION

### Quick Reference Card

### MID #

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Global Check Service  
266 S. Magnolia Ave # 201  
El Cajon, CA 92020

Phone 800-988-6221

Fax 800-961-2219

[www.globalcheck.com](http://www.globalcheck.com)

[support@globalcheck.com](mailto:support@globalcheck.com)