

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 addresses or temporary checks. Check must be from company employer with full address and phone information of issuer. Employee must be who the check is issued to and have the drivers license and phone number of payee. Employee must at a minimum be a legal US resident.

4. The check must be deposited within 3 days of receipt and a bank auth form must be on file with merchant's bank to send returned items to GCS.

. See RESPONSE TABLE for responses.

VOID Choose Terminal

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 Choose Terminal

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	WASHINGTON 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 10th. 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 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

PAYROLL Quick Reference Card

MID #

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

Phone 800-988-6221

Fax 800-961-2219

www.globalcheck.com

support@globalcheck.com