

IMPORTANT INFORMATION

The following requirements **MUST** be met when accepting a check.. Failure to meet these guidelines may void EZCheck's guarantee of the check (if signed up for guarantee program).

NO 3rd party checks-All items must be made payable to your business.

NO Credit Card convenience checks or Traveler's Checks.

NO CHECK CASHING-Checks must be presented for goods or services.

NO Temporary checks-Your customer's name must be imprinted by the check manufacturer.

Telephone # Required-This must be written on the authorization slip or, if keeping a copy of the check, it must be written on the check copy.

Printed Name Required-This must be written on the authorization slip or, if keeping a copy of the check, it must be bank imprinted.

Physical Address Required (No P. O. Boxes)-This must be written on the authorization slip or, if keeping a copy of the check, it must be written on the check copy if not bank imprinted.

The check must be ran the same day the check is presented (**no pre/post dated checks**).

The amount must agree - The amount of the POS transaction must match the amount specified on the check.

The paper check must be completely filled out and signed by the authorized account holder.

Your customer must sign the ECT authorization receipt.

The signature on the authorization receipt must match the signature and name on the check.

If your customer does not sign the authorization receipt allowing the ECT Transaction, you must VOID the item and keep the check for manual deposit.

It is required that all ECT signed authorization slips be kept on file for at least two years. You may file them along with your credit card receipts. EZCheck may request that the ECT signed authorization slip be mailed to them at any time.

STOP PAYMENT CHECKS ARE NOT GUARANTEED



EZCheck

QUICK REFERENCE GUIDE

IVI 3000

INSTRUCTIONS FOR CHECK SALE

- Step 1** The following information is required and must be recorded on the authorization slip, invoice or work order:
- Name of the check-writer
 - Driver's license state and DL number of the check-writer
 - Phone number with area code of the check-writer
 - Physical address of the check-writer
- Also:
- The transaction date must match the date on the check
 - The signature must match the name on the check
 - The written dollar amount must match the numerical amount of the check
- Step 2** Press key 1 for "Pers Ck Conv." The terminal will display "Insert Check."
- Step 3** Insert the check in the terminal face up with the MICR numbers to the right. (see diagram on terminal pad). The terminal will display "Reading..." as the system reads the MICR information.
- Step 4** Key in the "Amount" of the check on the terminal and press "ENTER."
- Step 5** The terminal will now prompt you to key a state for the Drivers License number. Select the state. (If the state is not listed, press backspace and enter the correct DL state code listed on page 2). Then press "ENTER"
- Step 6** Key the "DL" number and press "ENTER." (To make Alpha characters press the number key with the exact letter then the "Alpha" key.)
- If the check writer refuses to sign the receipt authorizing the ECT transaction, see page 2 to void transaction.**
- Step 8** After the check writer has signed the authorization slip, stamp or write "VOID" on the front of the check. Place the signed authorization slip in your cash drawer for reconciliation at the end of the day. The terminal will print a duplicate receipt for your check writer. Hand the duplicate receipt and the voided check back to the check writer.
- Step 9** Press "Clear" to ready the terminal for the next transaction.

TERMINAL INFORMATION

How to Reverse last transaction:

- Step 1* Press key 3 to reverse last transaction.
- Step 2* Enter your password 74837.
- Step 3* Your terminal will now dial to EZCheck to void the transaction. A "Void Accepted" receipt will print once transaction is finished.

How to VOID transactions:

- Step 1* Press Key 5 for "Void". Type in 74837 as your password.
- Step 2* Swipe original check, then type in the amount of the void transaction.
- Step 3* Your terminal will now dial to EZCheck to void the transaction. A "Void Accepted" receipt will print once transaction is finished.

How to CLOSE your BATCH:

- Step 1* Press 7 for "Batch" then press 1 for "Detail." The terminal will print a report showing the "Nbr Auths" and "Amt Auths."
- Step 2* Reconcile the signed Authorization Slips and any voids to the Batch Report.
- Step 3* After the batch is balanced, press 1 for "Yes" to send the deposit electronically.

How to Reprint Last Receipt:

- Step 1* Press Key 6 (A receipt will print).

State Codes

AL 01	AK 02	AZ 04	AR 05	CA 06
CO 08	CT 09	DE 10	DC 11	FL 12
GA 13	HI 15	ID 16	IL 17	IN 18
IA 19	KS 20	KY 21	LA 22	ME 23
MD 24	MA 25	MI 26	MN 27	MS 28
MO 29	MT 30	NE 31	NV 32	NH 33
NJ 34	NM 35	NY 36	NC 37	ND 38
OH 39	OK 40	OR 41	PA 42	PR 72
RI 44	SC 45	SD 46	TN 47	TX 48
UT 49	VT 50	VA 51	WA 53	WV 54
WI 55	WY 56	MILITARY ML		

CANADIAN PROVINCE CODES

AB 81	BC 82	MB 83	NB 84	NF 85
NS 86	ON 88	PE 89	PQ 90	SK 91
YT 92				

EZCheck INFORMATION

Merchant #:

Customer Service/Tech Support:

(800) 797 5302
(281) 647 6911

Mailing Address:

PO Box 219219
Houston, TX 77218

Physical Address:

16211 Park Ten Place
Houston, TX 77084

TERMINAL MESSAGES

Decline Messages:

ID is Flagged	The ID presented has been flagged because it reflects negative information in our database; or, is affiliated with another ID or ABA number with negative information. Decline the check and refer the check writer to the number listed at the bottom of the decline slip.
ERROR in ID	The ID was entered incorrectly. Please re-run the transaction entering ID correctly. (Make sure that you DO enter all ALPHA characters using the "ALPHA" key).
ERROR in MICR	The check reader read the Routing, Account, or Check number incorrectly. Re-Run transaction.
Win/Loc	The number of checks presented on the check writer's info has exceeded the allowed weekly check parameters. Call Customer Service.
Day/Loc/Amt	The number of checks presented on the check writer's info has exceeded the allowed daily check parameters. Call Customer Service.

Activity Alerts:

Re-Presented Chk	The check was previously authorized by our system. Are you requesting a new authorization on the same item? You may need to re-run the item or call Customer Service for assistance.
Manager Needed	You are being requested to input a required pass code to proceed with a specific function command or possible transaction on the terminal. Call Customer Service.

Other Messages:

Canceled	Call Customer Service.
No ACH	This account cannot be electronically debited. You will need to deposit the check.
Corrupt Reply	Call Customer Service/Tech Support.