

# IMPORTANT INFORMATION

The following requirements MUST be met when accepting a check.. Failure to meet these guidelines may result in a charge back to your account.

**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 written on the check copy

**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.

**NO 3<sup>rd</sup> 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.

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

Make sure all of the required information is on the FRONT of 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

NURIT & Check Reader

## 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 on the check

**Step 2** Press the PAYMENT MODE key until you see "Check Conversion Amount."

**Step 3** Type in the dollar amount of the transaction, then press ENTER.

**Step 4** The terminal will now display "Swipe/Enter Chk." Insert check in the left of the check reader.

**Step 5** The terminal will now display "Swipe/Enter DL." Key in the DL number including any alpha characters, then press ENTER.

**Step 6** Now enter the proper "State Code" for the DL being presented, (State codes are listed on page 2) then press ENTER. (To make Alpha characters press the number key with the exact letter then the "Alpha" key.)

**Step 7** After the NURIT has received authorization, tear off the authorization slip and give it to the check writer for their signature.

**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 ENTER to clear the terminal for the next transaction.

## How to VOID a transaction:

- Step 1** Press PAYMENT MODE key until "Check Conversion Amount" appears on the screen.
- Step 2** Press the VOID Key. Terminal will display "Enter Void Amount." Key in the amount of sale to void and press ENTER.
- Step 3** The terminal will display "Swipe/Enter Check." Insert check in the left of the check reader with the MICR numbers facing down and to the inside.
- Step 4** The terminal will now prompt you for a password. Your password consist of the current day/month. For example, the password on June 29 would be 2906. Type in the correct password for the current date and press ENTER.
- Step 5** The terminal will now dial to EZCheck to void out transaction. Your terminal will print out 2 voided receipts.

## How to CLOSE your BATCH:

- Step 1** This reconciliation procedure will occur as part of the "batch closing" or "deposit" with your credit card transitions. Simply press the BATCH key from the "Credit/Sale Account" screen.
- Step 2** Your terminal will batch and print a reconciliation report.

## 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				

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