

**The TeleCheck®
Check Guarantee Service**

SALE Use this procedure to process a check sale

SWIPE CARD FOR SALE Press **Check**

TELECHECK CHANGE SALE OTHER Press the middle **▲** key for sale

TELECHECK SLIDE CHECK Slide the check or press **Enter** to enter MICR data manually

PROMPT REQUESTS' If prompted, enter the following:
 - Transit/route number and press **Enter**
 - Account number and press **Enter**
 - Check number and press **Enter**
 - B.C.N./billing No.

CHECK TYPE PERSONAL BUSINESS If the check is personal, press the right **▲** key, if the check is business, press the left **▲** key

AMOUNT OF CHECK \$0.00 Enter the amount of the check and press **Enter**
 If prompted, confirm amount and press **Enter**

PROMPT REQUESTS' If prompted, enter the following:
 - Product code and press **Enter**
 - Swipe the DL/ ID type and press **Enter**
 - Enter the ID number and press **Enter**
 - Second ID type and press **Enter**
 - Second ID number and press **Enter**
 - Date of Birth (D.O.B) mmdyy or mmdyyyyy and press **Enter**
 - Name and press **Enter**
 - Home phone and press **Enter**
 - Work phone and press **Enter**
 - Address and press **Enter**
 - City and press **Enter**
 - State and press **Enter**
 - ZIP code and press **Enter**
 - Expiration Date and press **Enter**
 - Initials and press **Enter**
 - Clerk ID and press **Enter**

APPROVED XXXX If approved, write four-digit approval code and TeleCheck subscriber number on check and keep for deposit (be sure to follow all Warranty Requirements)

RESPONSE CODES XXXX For non-approved transactions see the "response codes" section

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 Alberta	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 19 Business Check 76 Australia, Guam or New Zealand

FOR WARRANTY REQUIREMENTS:

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. Make sure the check meets all warranty requirements by following the example below:

Name
Imprinted by check manufacturer; no starter checks

Address
Physical address; if P.O. Box, write in full address

Phone Number
Home or business with area code, may be handwritten

Financial Institution
Drawn on U.S., Canadian, Puerto Rican or U.S. Virgin Islands bank

For Manual MICR Entry
Use these numbers from left to right for MICR ID

This information must be written on the check:
TeleCheck Number / Clerk's Initials / Approval Code

Check Number

Date
MO/DAY/YR (no pre- or postdates)

First Party
Payable to subscriber

Amount
Figures and words must agree

Signature
The signature must reasonably correspond to the name imprinted on the check

Note: Any alterations to the check must be made and initialed by the check writers

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 Islands (with exception of New Hampshire).
- Current, valid U.S. Military ID (use the Social Security number on the Military ID with exception of Michigan, Ohio and Rhode Island).
- 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

RESPONSE CODES

Code 4 – Give check writer a courtesy card.
 TeleCheck has information that prevents approval of any check from this individual or company at this time.

Code 40 – 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 – Give check writer a courtesy card.
 Check does not comply with accepted check printing standards.

Data Entry Error – Retry Request.
 Verify ID and enter authorization request again.

Call Center – Call TeleCheck Authorization Center.
 The terminal will display TeleCheck's toll-free Call Center number.
 Press arrow key to display your TeleCheck Subscriber Number.

LINKPOINT® 3000 QUICK REFERENCE GUIDE

THE TELECHECK® CHECK GUARANTEE SERVICE



VOICE AUTHORIZATION NUMBERS

MC/VS _____

AX _____

DISCOVER/NOVUS _____

DC/CB _____

OTHER _____

CUSTOMER SUPPORT _____

PROGRAMMING INFORMATION

Merchant Number _____

Merchant ID (MID) _____

Terminal ID (TID) _____

Download Telephone Number _____

Touch Tone or Rotary Dial _____

By choosing our terminal applications, you are taking advantage of industry leading Interactive Technology, which ensures the integrity of your transaction flow. We have taken great care and effort to create applications that are robust and fast, yet easy to use. Our goal is to continue this tradition by listening to you. If you have any suggestions on features or functionality of our products, please e-mail us at

Suggestions@ProductEnhancements.com

Please note that this is not a customer service line. Your message may not be responded to, but will be carefully read and considered as a potential enhancement. to, but will be carefully read and considered as a potential enhancement.