

*“Enables Merchants to accept & process checks similar to a credit card transaction!”*

## Procedure at the Point of Sale

1. Merchant will swipe check through a check reader and input drivers license # and amount of sale.
2. If transaction is approved a duplicate receipt will print and consumer completes receipt.
3. The check is stamped “ACH Processed” and check along with the receipt are handed back to the consumer.
4. GETI will fund merchant on transaction in 48 hours – just like a credit card. (Consumer still experiences a 2 day float)
5. Merchant will not be charged back for any returned checks. (As long as proper procedures were followed)

- Check Guarantee and Conversion program at the Point of Sale
- Face-to-face transaction required
- Check is handed back to consumer



## Merchant Responsibilities

1. The receipt must have check writers signature, printed name and phone number.
  2. Drivers License must be entered into terminal.
  3. Merchant must batch out daily and provide copy of receipt within 48 hours of GETI requesting it.
  4. Check must be from a consumer's PERSONAL checking account!
- REFER TO MERCHANT QUICK TIPS FOR DETAILED REQUIREMENTS

## Requirements to setup

1. Electronic Check Service Agreement ([blue application](#) – fax in application OK, original in house within 7 days)
2. Copy of Voided check
3. Terminal needs to be programmed
4. See equipment compatibility page list of certified terminals (Imager recommended)
5. CHECK PROCESSING COMPANY will send merchants a welcome kit to include: ACH Stamp, and Terminal Instruction Card.

### UNACCEPTABLE BUSINESSES

- Criminal & Bankruptcy Attorneys
- Pawn Shop (without gun license)
- Used Auto Sales (if not combined with new dealership)
- Unlicensed Massage Parlors
- Check Cashing & Payroll Advance
- Credit Counseling
- Adult Related Businesses
- Investment Opportunities
- Jewelry Stores (call for possibilities)
- Travel Agency
- Gambling / Bingo and Bail Bondsmen

## Merchant Benefits

- Increase sales by accepting all types of checks including out of state checks
- Eliminate bad checks
- Faster availability of funds
- Eliminate NSF and deposit fees from local bank
- Eliminate the sorting and depositing of paper checks
- Process is simple to use because it mirrors a credit card transaction
- No paper claims file for bad checks
- Detailed online reporting available

## What are the advantages of a merchant using a check imager and is it required?

CHECK PROCESSING COMPANY does not require an imager for our program but it is highly recommended for the following reasons:

- CHECK PROCESSING COMPANY will be able to offer a higher check limit for merchant
- Dramatically decreases the number of times CHECK PROCESSING COMPANY will have to call merchant to request a copy of signed receipt
- If merchant neglects to follow any guidelines, CHECK PROCESSING COMPANY will be in a better position to collect on check by using the image

## What is the merchant's check limit?

- CHECK PROCESSING COMPANY will issue the check limit when merchant is approved and will be posted on the "Merchant Approval Form."
- ISO is to state on merchant application the highest check limit merchant will require and 90% of the time CHECK PROCESSING COMPANY will be able to accommodate merchants request

## Does the terminal verify that the checking account is open or that there is money in the account?

No. The terminal is checking against a national negative database of bad Check Writers.

## Are business checks acceptable?

If check is a personal account with a Doing Business As (DBA) name and the owner of the account signs the receipt then that is acceptable  
**Corporate Checks are not allowed per National ACH Association**

## Is the check writer debited immediately?

No. Check Writer will still experience about a 2 day "float" before funds are withdrawn. (about the same as if it was a paper check)

## What happens if a bad check is written?

- The merchant will be funded by CHECK PROESSING COMPANY-with CHECK PROCESSING COMPANIES' money, not the check writers.
- CHECK PROCESSING COMPANY is responsible for collecting from the check writer.

## ➤ Frequently Asked Questions



## What is required on the receipt?

1. Signature
2. Printed Name
3. Phone #

GLOBAL E TELECOM  
35008 EMERALD COAST PK4Y  
DESTIN FL 32541  
05/27/2003 11:20  
CHECK  
Transaction # 1  
MICR: \*\*\*\*\*4034  
CHECK 1.00  
CONVERSION  
Respon. AUTH NUM 280-914  
MICR: \*\*\*\* 4034  
Driver Lic.: FL-\*\*\*\*2222  
Trans. Check Truncated

I authorize the merchant to convert my check to an Electronic Funds Transfer or paper draft, and to debit my account for the amount of the transaction.  
In the event that my draft or EFT is returned unpaid, I agree that a fee as allowable by law may be charged to my account via draft or EFT

  
SIGNATURE  
John Doe  
(Printed Name)  
850-555-5555  
(Phone Number)