

COD Tip Card

To authorize a COD payment by check, use the check writer's area code and phone number.

To Begin Transaction

For authorization by phone, call 1-800-654-1200 and follow the prompts.

For authorization by terminal, press your "CHECK" key

1. When asked to enter a "STATE CODE", enter the number "66". Press "Enter."
2. When asked to enter the "ID NUMBER", enter the phone number with the area code. Press "Enter".
3. When asked to enter "CHECK NUMBER", press "1".
4. When asked to enter the "SALE AMOUNT", enter the exact amount that you expect the payment to be. Press "Enter."
5. When you receive your APPROVAL NUMBER, write this down on your paperwork as it will be needed to complete the transaction.

This tip card is provided solely as a courtesy to YOUR STORE(s). Please refer to your Service Agreement and any applicable addenda for a complete list of requirements. All the terms and conditions of the Service Agreement, any applicable addenda and the Confirmation

To Close Transaction With Check

Upon receipt of check:

Confirm check amount.

- A.** If the amount is the same as the authorized amount, write the APPROVAL NUMBER on the check. The transaction is complete.

OR:

- B.** If the amount is different from the authorized amount, the new amount must be re-entered.

Continue with these instructions:

1. When asked for STATE CODE, enter the number. Press "Enter." This tells the terminal that the transaction is being updated.
2. When asked for the "ID NUMBER", enter in the APPROVAL NUMBER issued when the transaction was opened. Press "Enter."
3. When asked for the "CHECK NUMBER", enter the check number from the check. Press "Enter."
4. When asked for the "SALE AMOUNT", enter in the new amount. Press "Enter."
5. Write the APPROVAL NUMBER on the check.

For 24-Hour Customer Service

Call 1-800-552-1900 www.cross-check.com

SAY *Yes* TO CHECKSSM

