

Check Verification Process

Effective June 1st, we are switching check verification from Certegy to United Tranzactions. This switch will allow us to virtually eliminate chasing down bad checks as well as save us \$3000 per year. Based on our usage of certegy, despite email communication, most of you didn't even know we had a check verification program. Check verification prevents getting bad checks returned from the bank.

On the www.thetirestore.com home page there is a link that says **Check Verification**. You will also be able access via local links on the white page of gbms.

Only checks **over \$500** need to be processed on the internet, all others are automatically guaranteed.

To process a check **over \$500** in order for it to be guaranteed you have these simple steps.

1. Click on the **Check Verification** link on the homepage.
2. The user id is 026379-your territory number (our merchant number with them) and the password is: checks
3. Below the password is a pulldown menu, click I - Tranz and hit submit
4. Find your location and hit select from the right hand side
5. Need to fill in check amount
6. Fill in check number
7. Fill in drivers license number and state
8. Fill in routing number and account number from the bottom check (the routing number is a 9 digit number, the account number is the other number on the bottom)
9. If the drivers license address and the check address are the same hit **Process Transaction**, if not type ONE of the addresses in and hit **Process Transaction**
10. **Write the approval number on the check** and deposit like normal.

If a check gets returned from your bank, simply fax the letter and check copy from the bank to Steph at 5186 and she will input for warranty purposes. After we receive the funds, we will mail you a check to make a separate deposit.

Now the fine print on **personal** checks

Personal checks must have a preprinted name on the check. No starter checks.
Must have physical address preprinted or handwritten on it.
Need phone number
Need drivers license number and state wrote on the check
If no drivers license then need passport or military ID number wrote on the check

Business checks don't need the details that personal checks.

No credit card checks.