

# Rental Authorization

## To Authorize A Rental Payment By Check

Upon completion of your paperwork:

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

For authorization by terminal, press your CHECK key and follow the prompts.

1. When asked to enter a STATE CODE, enter the numeric code of the state which issued the driver's license or ID card (i.e. 22 = California). For business checks, enter 66.
2. When asked to enter the ID NUMBER, enter the number as taken exactly from the driver's license or ID card. For business checks, enter phone number with area code.
3. When asked to ENTER CHECK NUMBER, press Enter.
4. When asked to enter the amount of the check, enter \$1.00. It is very important that you enter \$1.00, since this is what tells our system this is a Rental transaction. Press Enter.
5. Shortly, the terminal will display 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 Letter apply.

05/06

## To Close Transaction With Check

1. From your POS terminal, press the CHECK key.
2. When asked for STATE CODE, key the number 11. Press Enter. This tells the terminal that the transaction is being concluded.
3. When asked for the ID NUMBER, key in the APPROVAL NUMBER issued when the transaction was opened. Press Enter.
4. When asked for the CHECK NUMBER, key in the check number. Press Enter.
5. When asked for the SALE AMOUNT, key in the amount of the check. Press Enter.
5. Write the APPROVAL NUMBER on the check.

## To Close Transaction for Skip or Loss

1. From your POS terminal, press the CHECK key.
2. When asked for STATE CODE, key the number 11. Press Enter. This tells the terminal that the transaction is being concluded.
3. When asked for the ID NUMBER, key in the APPROVAL NUMBER issued when the transaction was opened. Press Enter.
4. When asked for the CHECK NUMBER, key in zero. Press Enter.
5. When asked for SALE AMOUNT, key in amount of your losses. Press Enter.
6. Write the APPROVAL NUMBER on the paperwork and mail to CrossCheck.

## For 24-Hour Customer Service

Call 1-800-552-1900 [www.cross-check.com](http://www.cross-check.com)

SAY *Yes* TO CHECKS®

