

# TIP CARD – PC CONVERSION PLUS

Store #

## Check Conversion

1. Navigate to the CrossCheck Merchant Support website  
[www.cross-check.com/merchantsupport/logon.asp](http://www.cross-check.com/merchantsupport/logon.asp)
2. Log in using CrossCheck store number and PIN
3. Select MICR Scan Conversion Plus link
4. Run check through imager
5. Confirm MICR number on screen for accuracy
6. Enter State Code, ID number, and amount
7. Click submit
8. Confirm for accuracy and click APPROVE
9. Click PRINT RECEIPT
10. PC will prompt you to print document, select two copies
11. Stamp the face of the check with the supplied "VOID" stamp.
12. Have customer sign one receipt and retain it for your records
13. Hand second receipt and voided check back to customer
14. System is ready for next transaction

Please enter the appropriate alpha or numeric code when prompted:

### State and Numeric Codes

AK 24	DC 32	IL 45	ME 51	ND 48	OH 60	TN 86	WV 98
AL 23	DE 33	IN 46	MI 78	NE 76	OK 38	TX 89	WY 99
AR 27	FL 35	KS 57	MN 54	NH 84	OR 79	UT 37	
AZ 21	GA 41	KY 59	MO 75	NJ 71	PA 81	VA 82	MP 55
CA 22	HI 44	LA 52	MS 40	NM 36	RI 50	VT 53	PH 66
CO 26	IA 47	MA 34	MT 39	NV 70	SC 49	WA 92	MP=Military ID
CT 28	ID 43	MD 58	NC 56	NY 69	SD 73	WI 94	PH=Business

PCCP (03/06)

### Canadian Province Codes

Alberta	AB 72	Nunavut	NU 19
British Columbia	BC 74	Ontario	OT 85
Manitoba	MB 63	Prince Ed. Island	PE 31
New Brunswick	NB 83	Quebec	QB 68
Newfoundland	NF 29	Saskatchewan	SK 64
Northwest Territories	NT 77	Yukon Territory	YT 87
Nova Scotia	NS 30		

### US Territory Codes

American Samoa	AS 95
Commonwealth of Northern Mariana Islands	MX 11
Federated States of Micronesia	FM 12
Guam	GU 91
Johnston Atoll	JA 17
Midway Island	MY 14
Navassa	NA 15
Palau	PL 16
Puerto Rico	PR 20
Republic of the Marshall Islands	MH 13
Virgin Islands	VI 93
Wake Island	WK 18

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.

**For 24-Hour Customer Service**

**Call 1-800-552-1900**

**[www.cross-check.com](http://www.cross-check.com)**

**SAY *Yes* TO CHECKS®**

