



CRESCENT DIAMOND CHECK GUARANTEE INSTRUCTIONS (Paper Based)

Before attempting verification, review the following:

1. Do Not Accept: Company Checks, Counter Checks, Payroll Checks, 2-Party Checks, or Temporary Checks.
2. Current date and date on check must be the same.
3. Check writer’s name must be imprinted on check.
4. Physical address must appear. It may be handwritten. P.O. Boxes are not acceptable.
5. Checks must be payable to your business name.
6. Words and figures of amount must agree.
7. Check must be signed by the person whose name is imprinted on the check and the signature must be compared to and match the ID presented.
8. No student or military ID accepted.
9. Customer must initial any alterations

TO VERIFY A CHECK	
TERMINAL PROMPT	ACTION
Idle Prompt	Press [CHECK]
Amount \$0.00	Enter check amount. Press [ENTER]
Insert Check or Enter MICR	Key in check routing number (9 digits) and account number Press [ENTER]
Enter Check Number	Enter Check Number Press [ENTER]
Comms	Terminal dials host
Auth# 123456	Approval # is displayed on screen. The check must be deposited manually with the approval and the following information. *write on front of check State ID/ D.L. # Phone # / Approval # Note: If the check is declined, provide the check writer with the printed receipt. It will contain the information of the company that has declined the check. The check writer should direct any inquiries to the specified company.

STATE CODES

Alabama-AL-01	Louisiana-LA 22	Oregon – OR 40
Alaska – AK 02	Maine – ME 23	Pennsylvania-PA-42
Arizona- AZ 04	Maryland- MD 24	Puerto Rico – PR 72
Arkansas – AR 05	Massachusetts – MA 25	Rhode Island – RI 44
Colorado – CO	Michigan – MI 26	South Carolina – SC 45
Connecticut – CT 09	Missouri – MO 29	Texas – TX 48
Delaware – DE 10	Montana – MT 30	Utah – UT 49
Dist. Of Columbia – DC 11	Nebraska – NE 31	Vermont – VT 50
Florida – FL 12	Nevada – NV 32	Virginia – VA 51
Georgia -GA 13	New Hampshire – NH 33	Washington – WA 53
Hawaii – HI 15	New Jersey – NJ 34	West Virginia – WV 53
Idaho – ID 16	New Mexico – NM 35	Wisconsin – WI 55
Illinois – IL 17	New York – NY 36	Wyoming – WY 56
Indiana – IN 18	North Carolina – NC 37	
Iowa – IA 19	North Dakota – ND 38	
Kansas – KS 20	Ohio – OH 39	
Kentucky – KY 21	Oklahoma – OK 40	