

CRESCENT CHECK

CHECK CONVERSION ACCEPTANCE RULES

Your business is very important to Crescent Check. We want to be sure you have a good understanding of the Check Conversion Acceptance rules. Please read them carefully.

CHECKS YOU CANNOT ACCEPT FOR CONVERSION

PAYROLL CHECKS

COMPANY OR BUSINESS CHECKS

COUNTER OR TEMPORARY CHECKS

CHECKS FOR "CASH ONLY" TRANSACTIONS

ANY CHECK ALREADY PRESENTED FOR PAYMENT

All Check Conversion transactions that are not specifically authorized at the point of purchase are subject to reversal. If in doubt, please refer to your Crescent Processing Check Conversion Agreement or call us at (xxx) xxx-xxxx.

CHECK CONVERSION TRANSACTIONS MUST BE COMPLETED PROPERLY

Each approved Check Conversion Transaction will have an EFT (electronic funds transfer) Authorization Receipt produced by the printer on your terminal. The Check Conversion Customer **MUST SIGN** the EFT Authorization Receipt at the time of purchase. Be sure to get a telephone number from the Check Writer, and write it on the receipt, should there is a problem with the transaction later. You must save a copy of the receipt for 3 years and send it to Crescent Check should a transaction be returned, as one of the qualifications for guarantee reimbursement. The check writer's driver's license number must also be written on the EFT Authorization Receipt. Also, the check writer's name must be printed under the signature on the Authorization Receipt.

Each check being given an approval must be voided. You may write VOID on the document with a pen. Return the voided check to the Check Conversion Customer at the time of the purchase, after the EFT Authorization Receipt is signed. If the check writer will not sign the receipt, keep the check and put it in the bank. Contact Customer Service at the number on your Quick Reference Card.

The rules governing Electronic Check Conversion transactions are set by the Federal Reserve Banking System, and designed to protect all participants. Any violation of these rules may result in the transaction being reversed back to you. We have found that our customer's satisfaction with Electronic Check Conversion is greatly enhanced by an understanding and compliance with the National Automated Clearing House Association (NACHA) Operating rules. Crescent Check will do everything possible to assist you in processing your Electronic Check Conversions quickly, efficiently, and profitably.

