

## UTA Check Guarantee Program

### Purpose

The United TranzAction (UTA) Check guarantee program provides electronic authorization and check approval services for our stores to ensure that we receive payment for checks. This document explains program requirements.

### Check types

<p>UTA accepts:</p> <ul style="list-style-type: none"> <li>• Personal checks*</li> <li>• Business checks</li> </ul> <p><i>* Checks must be drawn on a U.S. or Canadian bank and have <b>ALL</b> required information written on the check.</i></p>	<p>UTA does <b>NOT</b> accept:</p> <ul style="list-style-type: none"> <li>• Traveler's Checks</li> <li>• Credit card checks</li> <li>• Money orders</li> <li>• Cashier's checks</li> <li>• Counter or temporary checks</li> <li>• 3rd party check</li> </ul>
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If all of the required information is not listed on the check and/or an unaccepted check type is accepted and the check is returned by the bank, **the entire amount is a loss for the store.**

### Required information

On **ALL** checks, write in a cross format:

Driver's License or ID #	Home/Cell #
Driver's License expiration date	Work or
Subscriber # 21600xxx	Business #
Approval # xxxxx	

*\* Military ID is an acceptable alternative form of identification.*

In addition to the information above please confirm the following on each check:

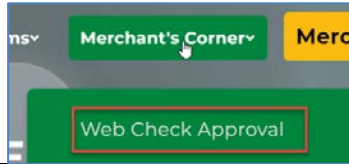
- Customer Name
- Physical Address
- Current date (*No pre/post dated checks, current date only*)
- Payee Name (*Payable to Discount Tire or America's Tire*)
- Signature (*signed while you watch; make sure it matches ID*)
- Number amount matches written out amount
- **\$US** is written after amount on all out-of-country checks.

For business checks:

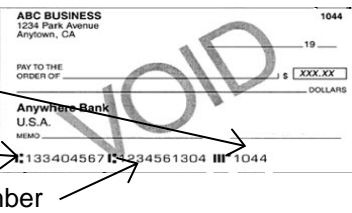
- On the memo line, print the name of the person presenting the check.
- If the business owner signs the check and an employee presents the check, call the business to verify that the check is authorized.

## Authorization process

If the Point-of-sale system is down, or this error displays: "Error connecting to check verification service", follow these steps get authorization from the UTA United TranzActions website:

Step	Action
1	Go to <a href="https://www.unitedtranzactions.com/">https://www.unitedtranzactions.com/</a> and select <b>Web Check Approval</b> from the <b>Merchant's Corner</b> dropdown list. 
2	Enter your full 10-digit merchant number. This will be: <b>021600-xxxx</b> <i>(replace xxxx with the last 4 digits of the 8-digit Merchant number for Check Auth on your MID card. This 4-digit # is not the same as your store site number; this number is assigned by UTA.)</i> <b>Note:</b> Contact the Service Desk at (800) 366-4399, if you need help.
3	Enter all requested information, then select <b>Submit</b> . You will receive one of these three responses: 1. <b>APPROVAL #####</b> : Write the approval number on the face of the check. 2. <i>This check requires further processing. Please call 1-800-858-5875 and use reference number #####</i> 3. <i>We apologize that we cannot approve your Check at this time. To clarify any questions you may have, please submit your request in writing to: United TranzActions 3200 Executive Way Miramar, FL 33025 Or Call 1-800-407-7459</i>
4	Follow the instructions given in the response.

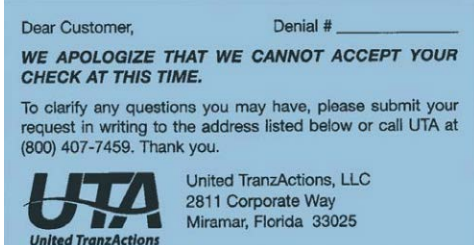
After approval is received:

Step	Action
1	In the Point-of-sale system, select <b>Override</b> and <b>Elec Auth</b> to perform the authorization process.
2	Manually enter check information in the Payment screen with the following: 
3	Write the subscriber number and approval number on the check in the cross format as explained in <b>Required Information</b> section above.

## UTA Denials

If the customer receives a denial, please provide them with a denial slip and the denial number. Advise the customer to contact UTA for further information on why the check was not accepted.

**Note:** Denials are at the sole discretion of UTA.



## Contact

Contact Accounting with any questions or concerns.

UTA denial slips and check endorsement stamps can be ordered by emailing [ACCTG@discounttire.com](mailto:ACCTG@discounttire.com)