

## Requirements

This alternative to finance program is designed to be used for purchases made by customers for products/services sold in the normal course of business.

**INCOME:** Consumer income requirements to participate in ARCNET

- A, To guarantee funds the gross monthly income can not be less than what the GCS payment calculator states. Gross is total regular monthly income minus non-tax deductions for a month.
- B, A cohabiting spouse's income may be included.
- C, Evidence of Income must be available when requested.
- D, Evidence of income is either a pay stub or bank statement showing customer name and amount of income. Either of which must be dated within 30 days of the sale.
- E, Use of the GCS payment plan calculator is recommended to determine amount and duration of payment plan.

Consumer must sign the ARCNET agreement when approved. Check copies or Bank Form , receipts, invoice, and ARCNET agreement must be kept on file for a period of at least 14 days after the last check posts to consumer account. Internet access is required

## OPERATION

**SALES:**

Use the ARCNET form located at [www.globalcheck.com/tcheck1.html](http://www.globalcheck.com/tcheck1.html) You will need your 8 digit merchant number and password to log in. Follow the prompts given on the form. If a mistake is made you will be instructed how to correct it.

Enter the customer, employer, and payment plan as given. The down payment will need to include the Customer ARC fee. There is a 180 day limit on each sale. The last date available will be posted on the ARCNET form in the payment plan area. All checks entered and approved will be converted to electronic debits on or about the date given as the check date. The approval given will end in either a 'G' \* indicating it is guaranteed or a 'V' that it isn't guaranteed. Ensure customer signs all documents generated.

**VOIDS.**

The option to void the sale will be given at the bottom of the authorization page. The sale can also be voided from the monthly statement. To void from the statement click on the date link for each item and select void on the pull down tab. Voiding a sale will cause the check to not be converted to an electronic debit.

**STATEMENTS:**

Statements are available on line at [www.globalcheck.com](http://www.globalcheck.com). These should be checked frequently to track deposits and activity.

## Retrieval requests

When there is a returned item you will receive either a call or fax from one of our collectors. In either case fax the information requested. Fax any supporting documentation such as purchase orders, etc., if any. We must receive legible copies within 3 days of when requested to avoid losing guaranteed status.

### **GUARANTEED CHECK CLAIMS RECOVERY \***

Claims are fulfilled by one of the following methods.

- 1: If a guaranteed item with all other requirements being met it may not be charged back.
- 2: If a guaranteed item is charged back it will be paid by either re-presentation or credit posted on or about the 10<sup>th</sup> or 25<sup>th</sup> of the month, which ever comes first, provided all other guarantee requirements are met.
- 3: If not a guaranteed item or was subsequently invalidated as guaranteed, the items will be paid upon successful re-presentation.

### **NON GUARANTEED CHECK CLAIMS RECOVERY**

In most cases the funds will be direct deposited to your account once recovered. See RESPONSES table for auth code 'V' indicating not guaranteed. To avoid 'V' codes void the sale and treat as a decline.

### **STATEMENTS**

Statements are available from our website. Use your 8 digit mid and password. Direct deposits and activity will be listed at [www.globalcheck.com](http://www.globalcheck.com) under the merchant section.

**\* Guarantee status predicated on all of the following requirements being met.**

1. Checks are properly processed.
2. Customer ARC agreement properly completed.
3. Customer(s) monthly income meets requirements dictated by GCS payment calculator for the given sale.
4. Transaction is not in dispute by customer.
5. Transaction returned for a covered reason.
6. Return rate is not excessive, over 10%.
7. Merchant responds to information requests within time line given, usually 3 days.

**GLOBAL**   
 **CHECK**

**Merchant Quick Reference Card  
Accounts Receivable Conversion  
ARCNET**

***ARCNET 90***

**MID #** \_\_\_\_\_

Global Check Service  
266 S. Magnolia Ave # 201  
El Cajon, CA 92020

**Phone 800-988-6221 Fax 800-961-2219**

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