Bank Charge Phone Order Form Rev11/17.c

Salesperson Entry:

Date:_____

Invoice #:_____   **Amt:**_____

Cardholder's Name on Card:_____

Cardholder's Billing Address:_____

_____

Credit Card Number: _____

CVV2: _____   **Expiration date:**_____

Cardholder's Home Phone #:_____

Credit Card Issuing Bank:_____

(Cashier) or whomever enters the charge into the machine:

CVV2 Confirmation: ☐   **Confirmed by:**_____

- A CVV2 confirmation would be "Code M", which means it matches. If you see a "Z" or a "N" ask the customer to confirm the V-Code number. If it comes up "No Match" again, you must DECLINE the charge (void the transaction – do not credit!).

Address Verification (AVS):

☐   **Confirmed by:**_____

- A match would be "Y." If you see a "N," the address has not been confirmed.

** Important: A charge card sale will be processed despite failing either or both the CVV2 or Address Verification; and if the cardholder contests the sale, the amount will be charged back against us by Merchant Services. For these reasons, we cannot accept the sale.

Bin Code Verification:

☐   **Credit Card Bank:**_____

Confirmed by:_____

** For Bin Code Verification, go to any on-line Bin Code Verification site. Most will do this for free. If the bank does not match the bank name the customer gave you, then the credit card is likely fraudulent. Note, some cards have the bank information on the front of the card, some on the back. Others, like some Amex cards, do not list a bank, so those will not be able to be confirmed by this method.

Delivered to:_____

Picked up by:_____   **Dr. Lic. Or I.D. #**_____