



AutoNation

Check Processing Guidelines Parts and Service Department

- Checks must be filled out completely and correctly. The written and numeric amounts must match.
- Customer's name must be imprinted on the check.
- Confirm customer's ID matches the person and name on the check being presented to you.
- No temporary/starter checks.
- Check/Approval date must match but can differ 5 calendar days from your paperwork date.
- The check receipt must be signed by the customer.
- Money orders, cashier checks, dealer to dealer checks, insurance checks, employee checks, travelers checks, equity or line of credit checks, credit card checks, and We'll Buy Your Car (WBYC) should all be processed as non-guarantee using the Check Conversion option.

* Please note only cashier checks and money orders should be accepted on WBYC transactions.

For COD Checks:

- Review the COD checks list which is emailed weekly, prior to accepting a COD delivery check.
- The COD/Check Acceptance and Processing notice must be signed by the check writer one time and kept on file by the dealership.
- If one check is received as a payment for multiple invoices:
- Close out the invoice in CDK as Simple Check.
- From your desktop, click on the CenPOS Simple Cashiering link and process the check.



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