



Check Processing Guidelines Finance 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 and Approval date must match; date on paperwork may differ by 5 calendar days.
- **Down payment checks:** Must not exceed 50% of the cash price of the vehicle, excluding trade-ins, manufacturer's rebates, dealer incentives and taxes.
- **Future deposit checks:** Checks must be from the same check writer, same bank account, and all checks must be issued, dated and approved the same day they are presented. All checks must be scheduled for deposit within 29 days.
- For any checks issued by a 3rd party, both check writer and buyer must complete and sign the accommodation check agreement.
- 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 Full Purchase/Cash Deals:

- Hold check and accommodation check may not be used in conjunction with full purchase transactions.
- The full purchase form must be signed by the check writer.
- The check writer and the purchaser must be the same.



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