

## CREDIT CARD SIGNATURE POLICY

- The customer is required to sign the receipt.
- For Visa, MasterCard, Discover/Novus and JCB, compare the signature on the back of the credit card with the signature on the receipt. They must match.
- For American Express and Diners Club/Carte Blanche, verify that the customer's signature on the back of the credit card is the same name embossed on the front of the card. Compare the signature on the back of the credit card with the signature on the receipt. All three must match.
- **Do not accept unsigned cards.** If the card is unsigned, request a photo I.D. and have the customer sign the back of the card in your presence.
- A card with the words "see I.D." or two signatures on the signature panel is not acceptable. The card companies consider this to be an invalid card.
- Some credit cards are issued with the picture and signature of the customer laminated on the front of the card. The signature policy is the same for these cards. The card must be signed on the signature line on the back of the card.

**NOTE: Many of our customers question this policy, but it is the credit card companies requirement. The credit card companies rules state that unsigned cards cannot be accepted. This rule helps prevent fraud, and the Postal Service thoroughly endorses it. If there is a signature panel on the card it must be signed.**