

# How to Process the Gift Cards

## 1. Determine the value of the card

The customer can call **1 833-558-1108** or go to **[www.getmybalance.com](http://www.getmybalance.com)** for balance inquiries.



## 2. Is the transaction less than the balance of the gift card?

**YES** (business as usual!)

- Swipe the gift card as a **VISA CREDIT CARD transaction**, even if you have a gift card button.

**NO** (this becomes a split transaction)

- Swipe the gift card as a **VISA CREDIT CARD transaction** (even if you have a gift card button) for **only the amount available on the gift card**.
- Complete the sale with another payment option (cash / debit / credit)



**[GetMyBalance.com](http://GetMyBalance.com)**

**Note: Downtown Dollar Gift Cards cannot be used to purchase other company gift card / certificates**

