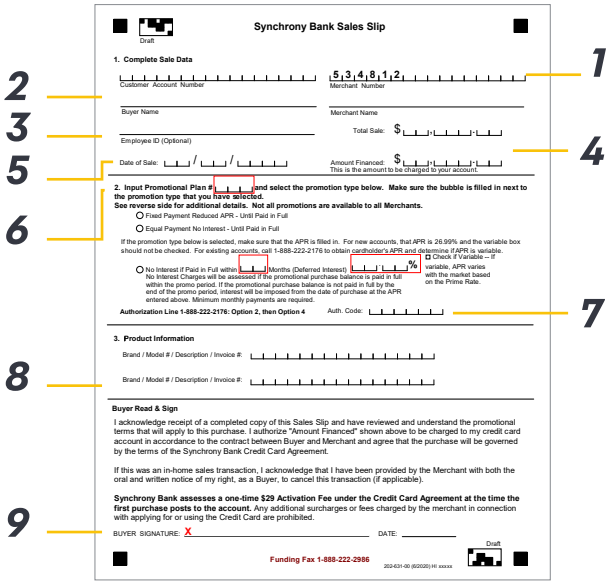
synchrony®

Instructions to Complete Sales Slip

1. Fill in customer account number and merchant number.
2. Complete buyer's name and merchant's name.
3. Fill in employee name or ID (optional).
4. Enter Total Sale and amount financed.
5. Enter date of sale.
6. Input Promotional Plan number. Plan numbers can be found on the reverse side of the sales slip. Check the Promotional Offer that corresponds to the promotional type that the customer has selected.

   Important: For Deferred Interest/No Interest if Paid in Full promotions, fill in the number of months as designated on the reverse side of the sales slip. The cardholder's Annual Percentage Rate (APR) is given when you obtain an authorization code. If the APR is variable this will be communicated when you obtain the authorization. Check box if applicable.

7. Write in authorization code.
8. Complete Product Information Brand/Model #/ Invoice # – Complete Product Information as applicable.
9. Buyer's Signature – Customer must sign. Give customer's copy to the customer.



Want to skip the paperwork?

Go digital and simplify your financing process with Synchrony Transcact!

Our online platform makes it quick and easy to:

1. Estimate payments and apply for credit.
2. Create sales slips.
3. Submit for funding.

Find out more at **toolbox.mysynchrony.com/transact**.

Important Notes:

- All promotional plan numbers are on the back of the sales slip. Not all plans may be available to you.
- All merchants will have 6 Months Deferred Interest with Payment promotion added to their promotions, if it's not already included.
- For new merchants, you will default to 6 Months Deferred Interest with Payment. Consult your Synchrony® Sales Representative on how to choose your promotions.