

**We are now accepting A Gift Card FOR Cardiff.**

**The cards look like this:**



**How do I accept the gift card?**

The cards are Mastercards - process the sale like you would for any other card payment.

The cards don't have Chip and PIN and need to be put through the magnetic swipe on the card machine.

If the card reader asks for the last four digits of the card number turn the card over and input the last four digits of the long card number (not the security code)

**What do I do if the card won't swipe?**

Make sure there's enough money on the card. Customers can check the balance on their card by visiting [getmybalance.com](http://getmybalance.com)

The card will only be accepted if there is enough money on it to process the whole transaction.

If the card does not have enough available funds for the whole transaction you will need to split the transaction to allow the customer to use the balance on their gift card and then pay the remaining balance in another way.

**Who can I contact to help with questions?**

Call the FOR Cardiff office on 02920 314770 or email [info@forcardiff.com](mailto:info@forcardiff.com) if you are having problems or would like any further information.