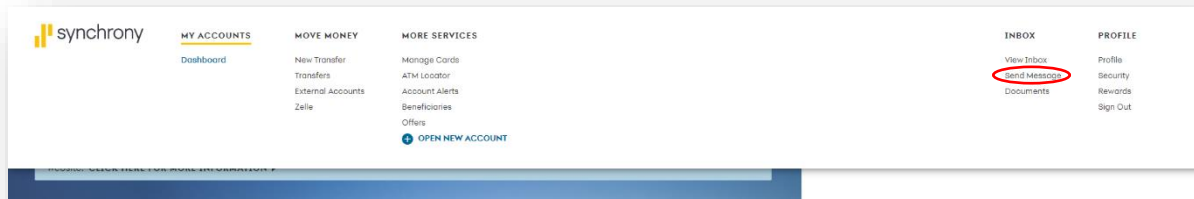# Instructions for submitting Form W-9*
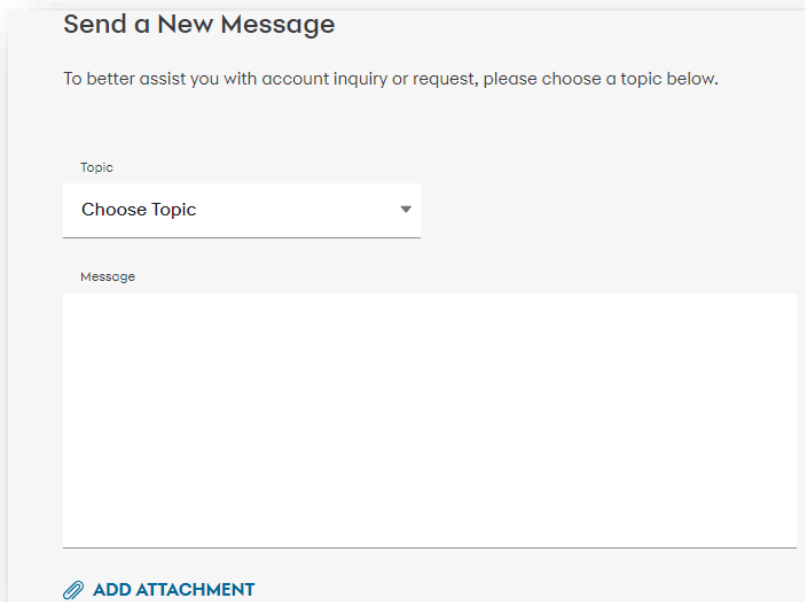
1. Click [here](#) to open the form

2. Move cursor to the top right of the page and select Print or Download

3. Print, fill out, and sign the form

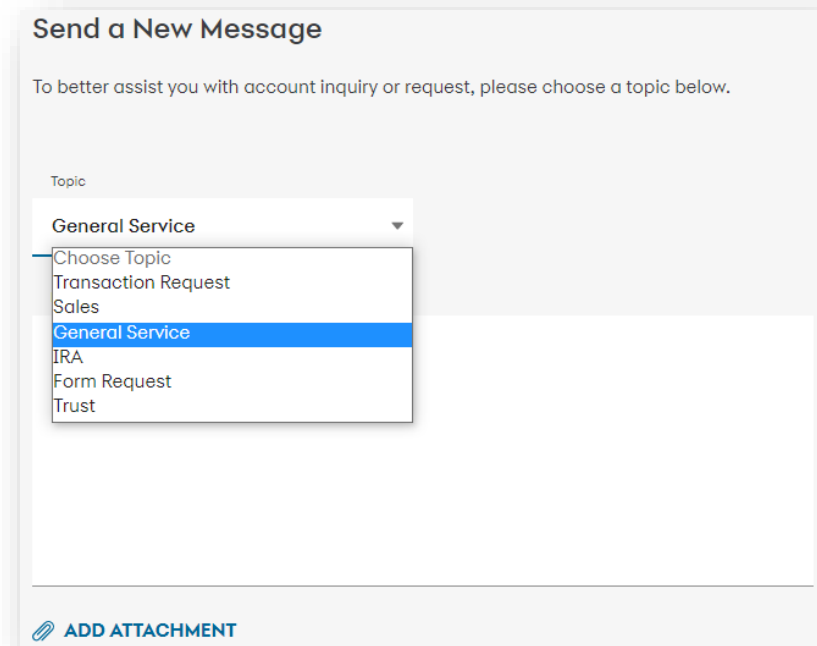## To securely upload the form, follow these simple steps:

1. **Log into your account** online at **synchronybank.com**
2. Hover cursor over **INBOX** near the top of the screen then click on **Send Message** from the drop-down

3. A screen where a message can be composed will appear

4. Click on the **Topic** drop-down, a list of topics will appear. Select **General Service**

5. Click **Add Attachment** to upload document/form. **Select** document to be attached, then click **Send Message**

Note: Submitting a document as a PDF is preferred.

*To send the form via mail or fax, see instructions below:

1. If unable to submit on the website, you may download **Form W-9** (October 2018), fill it out, and send it by mail or fax:

Mail: **Fax:**
Synchrony Bank   1-844-683-7320
P.O. Box 669802
Dallas, TX 75266-0955