

NOTIFICATION OF DISPUTED CHARGE



ACCOUNT/TRANSACTION INFORMATION

(If more than one transaction is in dispute, please complete a separate form for each item)

First Name	Middle Name	Last Name
Phone Number	Card Number	
Amount	Merchant Name	
Merchant Location		Transaction Date

STATEMENT

I am disputing this transaction(s) for the following reason(s):

- The transaction(s) was unauthorized.* No one authorized to use this account signed for or participated in the transaction(s).
At the time of the transaction, please indicate status of card (check one):
 - Card Lost
 - Card Stolen; Date card was lost or stolen: _____
 - Card still in account holder's possession. If card holder still in possession of card, is counterfeit card use suspected:
 Yes No
- The charge(s) was paid by another means. Enclosed is a copy of the cancelled check/credit receipt or account statement.
- The amount signed for on the sales draft differs from the amount billed on the monthly statement. Attached is my copy of the sales receipt.
- The transaction(s) was authorized and then cancelled. A credit voucher was issued (copy enclosed), but the credit has not posted to my account. If no credit voucher was issued, please explain the merchant's response to the cancellation/return: _____
- I have been billed multiple times (2 or more) for the same purchase. The original charge posted to my account on _____.
- I placed an order with the merchant above. I have not received merchandise which I expected by _____. I have contacted the merchant for credit but no credit has posted to my account.
- I cancelled this reservation on _____. The cancellation number provided to me is as follows: _____.
- I cancelled this recurring charge with the merchant on _____. No charges after this date are authorized from this merchant.
- I received merchandise different from what I ordered. Attached is a detailed letter explaining what was expected from the merchant, what was received, and what an attempt to return the merchandise was made.

Please attached copies of all related documentation to this form. If additional room is required to describe your dispute, please use the back of this form or another blank sheet of paper.

SIGNATURE _____ DATE _____

