Dispute Notification

NAME: __________________________________ ACCOUNT NUMBER: ____________________________

MERCHANT NAME: __________________ TRANSACTION AMOUNT: __________ DISPUTED AMOUNT: ________

CITY/STATE________________________________ TRAN DATE: ______________ POST DATE: _____________

( ) DUPLICATE TRANSACTION. I have been billed more than once by the same merchant for the same transaction.

( ) I do not recognize the above transaction(s) transaction. I have made a good-faith effort with my card company/Merchant to identify the transaction.

( ) Although I did engage in at least one transaction with the merchant, I am still in possession of all valid card(s) on my account, and did not authorize or give anyone else authorization to engage in the above transaction(s). Please provide a copy of the authorized transaction receipt.

( ) MERCHANDISE NOT RECEIVED. The merchandise was to be shipped. The merchandise was not received by me, nor anyone authorized by me. I expected to receive the merchandise on ____/____/____. An attempt was made by me to resolve this dispute with the merchant.

( ) DEFECTIVE SHIPPED MERCHANDISE. I received shipped merchandise that was damaged and I attempted to return it on ____/____/____. If only part of the merchandise was damaged, please state dollar amount of damaged portion $ __________. Please provide a copy of your proof of return receipt signed by the merchant. State what attempt has been made to resolve with the merchant. ________________________________.

( ) RETURNED MERCHANDISE. Please state in writing if you requested credit from the merchant and the reason the merchandise was returned. i.e. wrong size, color, quantity, etc. Include a copy of your return receipt signed by the merchant, the tracking number, with a copy of your credit slip or voucher.

( ) PAID BY OTHER MEANS. I have contacted the merchant and attempted to resolve this matter. I am providing proof of other payment such as copy of front and back of a canceled check or cash receipt.

( ) HOTEL RESERVATION. The cancellation number given to me by the hotel is ___________. If you do not have the number, please obtain it from the hotel so that we may process the credit. If a cancellation number is not available provide the name of the person that took the request.

( ) AIRLINE TRANSPORTATION. Airline transportation or other services to be provided on ____/____/____ were not received by me or anyone authorized by me. State the disposition of the airline tickets. ________________________________.

( ) SERVICE DISPUTES. If you have a problem with the quality of merchandise or services that you purchased, and you have tried to resolve this matter with the merchant, please include a detailed letter explaining the nature of the dispute and the results of your attempt to resolve this with the merchant.

( ) CREDIT NOT PROCESSED. Please provide a credit slip bearing your account number, merchant name and dollar amount to be credited or written acknowledgment from the merchant consenting to a refund.

( ) DIFFERENCE IN AMOUNT. The amount on my sales slip differs from the amount I was billed. Enclose a copy of your sales slip.

( ) RECURRING TRANSACTION. I did engage in the above transaction, which was to be billed on a monthly/annual basis. I contacted the merchant on ____/____/____ to cancel my authorization. Please supply phone number or copy of letter sent to the merchant.

( ) CREDIT POSTED AS A PURCHASE. The transaction posted to the account should be a credit. Attached is a copy of the credit that is due.

( ) MERCHANT IS OUT OF BUSINESS. The merchant is no longer in business and can not supply goods or services.

( ) ATM NO CASH DISPERSMENT. ATM machine did not dispense the requested cash. Please attach a copy of the decline slip.

COMMENTS OR FURTHER EXPLANATIONS SHOULD BE PROVIDED ON A SEPARATE SHEET OF PAPER.

______/_______/_______ ______________________________________ (____)__________
Date Signature Day Phone #