



NOTIFICATION OF DISPUTED CHARGE

Member Name _____

Debit Card Number _____

Member Number _____

Transaction Information

Important note about disputes – please contact the merchant prior to filing. In some cases, it's faster and simpler for you to attempt to resolve the issue directly with the merchant before going through the dispute process.

Merchant Name	
Location	
Date	Amount

Merchant Name	
Location	
Date	Amount

Merchant Name	
Location	
Date	Amount

Merchant Name	
Location	
Date	Amount

Merchant Name	
Location	
Date	Amount

Merchant Name	
Location	
Date	Amount

Merchant Name	
Location	
Date	Amount

I am disputing the transaction(s) in question because of the following reasons:

The transaction(s) was/were unauthorized. No one authorized to use this account signed for or participated in the transaction(s).

Please indicate status of card: Lost Stolen In Cardholder Possession

If cardholder is in possession of card, is counterfeit use suspected? Yes No

The charge(s) was/were paid by another means. Attached is a copy of the cancelled check or receipt.

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 was authorized and then canceled. Attached is a copy of the credit voucher issued to me, but the credit has not been 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 for the same purchase. The original charge posted to my account on: _____

I placed an order with the merchant and have not received the merchandise, which was expected by _____. I have contacted the merchant for credit, but no credit has posted to my account.

I canceled this reservation on _____ and the cancellation number is _____

I cancelled the recurring charge with the merchant on _____. No charges after this date are authorized from this merchant.

I received merchandise different from what I ordered. Please provide detailed information below about what was expected, what was received, and that an attempt to return the merchandise was made.

Signature _____

Date _____

eMail Address _____

Phone # _____

◀ List all disputed transactions, using additional sheets if necessary.

Describe reason(s) for dispute(s) on following page. ▶

