

Cardholder Dispute Form

Name: _____

Visa card number: _____

Transaction date: _____ Merchant name: _____

Transaction amount: \$ _____ Dispute amount: \$ _____

Cardholder signature

Date

Please check the appropriate box below that matches your dispute type the closest. Your signature above is required. Return this form and any supporting documents so that your dispute can be processed in a timely manner. Please answer all appropriate questions below. **The required fields per dispute type are marked with an asterisk(*).** Attach a separate sheet or letter if more room is needed for your explanation. If any of the below does not accurately reflect your dispute, please write a separate letter and include all of the transaction information listed above.

Cancellation dispute:

- Were you advised of any cancellation policy? yes no (if yes, explain below)

- *Date of cancellation: _____ Spoke with: _____
- Cancellation number: _____ Reason: _____
- I canceled this recurring transaction with the merchant on (date): _____ how _____

Returned item dispute:

- *Date returned: _____ Date received by merchant: _____
If mailed, Return Merchandise Authorization Number (RMA): _____
*Shipping Company: _____ Tracking number: _____
- If you have a credit slip or voucher or a refund acknowledgement that has not posted please provide:
*Date of credit: _____ Invoice/receipt number of the credit: _____
- *Describe your attempt to resolve with the merchant: _____
 *Spoke With: _____ *On Date: _____
*Merchant's Response: _____

Non-receipt of goods or services:

- Tickets / merchandise not received. *I expected delivery/services on (date): _____
- Merchant unwilling or unable to provide service
- *Describe your attempt to resolve with the merchant: _____
 *Spoke With: _____ *On Date: _____
*Merchant's Response: _____

I paid for these goods or services by other means:

- check cash other Bank Card Other: _____
- *Describe your attempt to resolve with the merchant: _____
 *Spoke With: _____ *On Date: _____
*Merchant's Response: _____

If selecting this dispute reason, you must supply a copy of proof of payment. Proof can include another Bank Card statement, copy of the front and back of a canceled check or a cash receipt.

I was charged two or more times for the same transaction:

*Date of first charge: _____ *Date of second charge: _____

Date of third charge: _____ Date of fourth charge: _____

A credit transaction posted as a debit in error

- *A credit for \$_____ was posted to my account as a debit.
- You must supply a copy of the credit receipt received from the merchant.

Incorrect transaction amount

- *The amount of this transaction posted for \$_____ but should have posted for \$_____
- You must supply a copy of your receipt showing the correct amount.

I did not receive cash from an ATM withdrawal attempt

ATM Reference Number: _____

- I made a single attempt and did not receive cash
- I made multiple attempts and only received cash on one of those attempts
- Other: _____

Quality of services or goods dispute

*Describe the difference between what was ordered and what was received. What was defective or why the purchase is unsuitable for your needs. _____

- *Date returned: _____ Date received by merchant: _____
If mailed, Return Merchandise Auth. #: _____
*Shipping Company: _____ Tracking number: _____
- If you have a credit slip or voucher or a refund acknowledgement that has not posted please provide:
*Date of credit: _____ Invoice/receipt number of the credit: _____
- Describe your attempt to resolve with the merchant: _____
 *Spoke with: _____ *On Date: _____
* Merchant's Response: _____

Additional Information or Comments: _____

* Denotes required fields per dispute type.