

## Cardholder Disputed Item Statement

Name \_\_\_\_\_ Home Phone (    ) \_\_\_\_\_  
 Address \_\_\_\_\_ Work Phone (    ) \_\_\_\_\_  
 \_\_\_\_\_ Card Number \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

Type of Loss:    \_\_\_ lost    \_\_\_ stolen    \_\_\_ card was in my possession at the time the transaction(s) occurred.

I have examined the charges on my credit card and question the following transaction(s) (attach additional sheets if necessary):

Merchant Name	Amount	Transaction Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The following explains my dispute:

- \_\_\_\_\_ I received a price adjustment (credit slip) on the above transaction and it has not appeared on my statement. I have included a photocopy of the credit slip.
- \_\_\_\_\_ I certify that only one transaction was made with the above referenced merchant. On my statement, the same merchant has processed a second charge to my account, which I neither participated in nor authorized.
- \_\_\_\_\_ I certify that I participated in the above transaction, but have not received the merchandise. (Describe your attempts to resolve the matter with the merchant as well as the expected date of delivery on the additional space provided).
- \_\_\_\_\_ I certify that I participated in the above transaction, but have returned the merchandise/cancelled services on \_\_\_\_\_ (date) per the merchant's instructions and have not received credit. Enclosed is a copy of the signed return receipt. (If applicable)
- \_\_\_\_\_ I contacted the merchant on \_\_\_\_\_ and canceled the monthly recurring transaction.
- \_\_\_\_\_ I contacted the merchant on \_\_\_\_\_ and canceled my reservation. (Please provide full details on the additional space provided).  
       \_\_\_\_\_ My cancellation number is \_\_\_\_\_.  
       \_\_\_\_\_ I was not given a cancellation number.
- \_\_\_\_\_ I was charged for a hotel room that I neither made the reservations for, nor authorized the reservation to be made for me.
- \_\_\_\_\_ The shipped merchandise I received is defective. (Describe in the additional space the defect or damage and attempts to return the merchandise, and the merchant's response).
- \_\_\_\_\_ The merchandise/services were not as described. (If purchase was made over the phone please indicate what was not as described. Otherwise, please provide written documentation as to what was not as described. ie: color, quantity, etc)
- \_\_\_\_\_ I would like a copy of the sales draft. (Reason for request) \_\_\_\_\_

