Cardholder Disputed Item Statement

Name:	Home Phone ()
Address:	Work Phone()
	Card Number

Type of Loss: _____Loss _____Stolen _____Card was in my possession at the time the transactions(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 have made an attempt to resolve this with the merchant and have attached copies of all correspondence

*Date of contact ______

*Contact Method: _____Telephone _____E-Mail ____ In Person ____Other (describe below)

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 month 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 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. *I have made an attempt to resolve this with the merchant and have attached copies of all correspondence *Date of contact ______ *Contact Method: _____Telephone _____E-Mail ____ In Person ____Other (describe below) _ 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) *I have made an attempt to resolve this with the merchant and have attached copies of all correspondence *Date of contact ______ *Contact Method: _____Telephone _____E-Mail ____In Person ____Other (describe below) I would like a copy of the sales draft. (Reason for request). _ I certify that the charge(s) was (were) not made by me or by a person authorized by me to use my card, nor were the goods or services represented by the above transaction received by myself or by a person authorized by me. Other, Describe below. Description of transaction should be written clearly. Attach additional sheets if necessary.

> X_____ Date

Signature

X_____