

WHEN COMPLETED, PLEASE FAX TO: US BANK - DISPUTES 701-461-3464

Merchant Name: _____ Post Date: _____ (MM/DD/YY)

Dispute Amount: _____ Transaction Amount: \$ _____

I have examined the charges made to my account and I am disputing the above item for one of the following reasons:

- The sales receipt amount was increased from \$ _____ to \$ _____.
- I did not authorize nor did I participate in the transaction.
- Although I did participate in a transaction with the merchant, I was billed for _____ transactions totaling \$ _____ that I did not engage in, nor did anyone authorized to use my card. I do have my credit card in my possession. Enclosed is a copy of my authorized sales slip.
- I did participate in the transaction. However, I paid for the transaction using another form of payment. (Describe form of payment): _____. Enclosed is a copy of my form of payment (i.e. canceled check, other credit card statement, cash receipt, etc.)
- I did not receive \$ _____ from an ATM located at _____.
- I have not received the merchandise which was to have been shipped to me. The expected delivery date was _____ (MM/DD/YY). I contacted the merchant _____ (MM/DD/YY) and requested that my account be credited. I spoke with _____ (name).
- Merchandise was shipped to me which arrived damaged and/or defective (circle one) on _____ (MM/DD/YY). I returned it on _____ (MM/DD/YY). I contacted the merchant on _____ (MM/DD/YY) and requested that my account be credited. I spoke with _____ (name). Enclosed is an explanation of how the merchandise was damaged or defective.
- I notified the merchant on _____ (MM/DD/YY) at _____ am/pm to cancel the pre-authorized order/reservation. Cancellation # _____ (required). Reason for cancellation . Person I spoke to _____.
- I have returned/canceled (circle one) the merchandise on _____ (MM/DD/YY) because _____.
Enclosed is documentation showing proof of return or cancellation.
- The attached credit slip was listed as a charge on my statement.
- I was issued a credit slip for \$ _____ on _____ (MM/DD/YY), which has not been posted to my account. I have enclosed a copy of my credit slip.
- The charge in question was a single transaction (sale #1), but was billed twice to my statement. I did not authorize the second transaction.

Sale #1	\$ _____	Ref. # _____
Sale #2	\$ _____	Ref. # _____
- I am not disputing this charge, however, I need a copy for my records.
- Other, please explain:

Account #: _____

Cardholder's Name: _____

Cardholder's Signature: _____

Date Signed: _____ Daytime Phone #: _____