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VISA CARDHOLDER DISPUTED ITEM STATEMENT

(Fill out this dispute form providing as much detail as possible and fax to us.)

Name _____ Home Phone () _____
 Address _____ Cellphone () _____
 City _____ Account # _____
 Email: _____ Card# _____

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

MERCHANT NAME	AMOUNT	TRANSACTION DATE

The following explains my dispute (place an X by one or more):

1. ___ I received a price adjustment (credit slip) on the above transaction and it has not appeared on my statement. I have included a copy of my credit slip.
2. ___ I certify that I 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 participate in nor authorized.
3. ___ 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 – use additional space if necessary.
4. ___ I certify that I participated in the above transaction, but have returned the merchandise/cancelled services on _____ date per the merchant’s instructions and I have not received a credit. Enclosed is a copy of the signed return receipt, if applicable.
5. ___ I contacted the merchant and cancelled the monthly recurring transaction on the following date _____.
6. ___ I contacted the Merchant on the following date _____ and canceled my reservation. Please provide full information – attach a sheet with proof of cancellation. Cancellation # _____.
7. ___ I was charged for a hotel room that I neither made the reservation for, nor authorized the reservation to be made for me.
8. ___ The shipped merchandise I received is defective – Describe the defect and your attempts to correct this with the merchant- attach additional sheet if necessary.
9. ___ The merchandise/services were not as described-attach detailed information.
10. ___ I certify that the charges 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(s) received by myself or a person authorized by me.
11. ___ Other-Attach a sheet describing in detail what the issue is. _____
