

**Notification of Disputed Transaction**  
**Processing Errors**

Cardholder Name: \_\_\_\_\_

Card Number:    [ ] [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ]

**1. Transaction Information**

Transaction Date	Merchant Name	Dollar Amount
___/___/___	_____	_____
Amount in Dispute:	_____	

**2. Dispute Reason/Elaboration**

Please select **ONE** of the following:

- The wrong amount was charged to the account.  
Is a copy of the original receipt with correct amount available?    Yes    No
  
- The same charge appears more than once on the account.  
Date of original charge:    \_\_\_/\_\_\_/\_\_\_
  
- The charge was paid for by another method.  
Paid by                    Cash    Debit/Credit Card    Check    Other  
Is proof of payment available?    Yes    No
  
- The incorrect amount was dispensed from an ATM:  
 No funds recd    Portion of funds recd - Total recd: \_\_\_\_\_
  
- Transaction was force-posted:  
 without proper authorization    to closed/non-existent acct

**3. Attempt To Resolve**

Did you attempt to resolve with the merchant?    Yes    No

Date of most recent contact with merchant:    \_\_\_/\_\_\_/\_\_\_

Contact Name:    \_\_\_\_\_

How did you contact the merchant?            Phone    Email    Letter    In person

Please describe the attempt to resolve with the merchant:

\_\_\_\_\_

\_\_\_\_\_