

Customer Statement of Disputed Transaction

Please check only one item and print all information. Use a separate form or additional pages to document each dispute.

Mail to: Cardholder Services, P.O. Box 550578, Ft. Lauderdale, FL 33355-0578
Or fax to: 954-377-0072. If you have any questions, please call 1-866-462-5976.

Your Name: _____ Account #: _____ Amount: \$ _____

Transaction Date: _____ Post Date: _____ Reference Number: _____

Transaction Description: _____

- ☐ 1. I certify that the charge listed on the statement was not made by me nor a person authorized by me to use my card. I did not receive any goods or services from this transaction nor did any person authorized by me.
- ☐ 2. Although I did engage in a transaction with the above merchant, I have no knowledge of the particular transaction noted above and it was not authorized by me or anyone representing me. My card was in my possession at the time of the above transaction.
- ☐ 3. Although I did engage in the above transaction (complete **ONE** of the following statements and provide as much detail as possible to support your statement):
- a. The dollar amount of the sale was increased from \$ _____ to \$ _____
- I am enclosing a copy of my Pay Card sales receipt, which reflects the correct dollar amount.
- b. I dispute the entire charge or a portion of it in the amount of \$ _____. I have contacted the merchant and a credit has been applied to my account. (Please provide details of the circumstances surrounding this transaction and your calculations used to derive the correct amount, if amount is less than the total billed to your account.)
- c. I have never received the merchandise. I expected to receive it during the week of _____ (date.) I have since contacted the merchant and asked that a credit be applied to my account.
- d. All or part of the shipped or delivered merchandise was defective or damaged when received. I returned the merchandise on _____ (date), but have not received a credit for the amount of \$ _____. I am enclosing a detailed statement describing the defects of the merchandise and am enclosing a copy of my proof of return list of the merchandise received, the items returned, and the cost of each item.
- e. The above transaction is a duplication of an authorized transaction that took place on _____ (posting date.) The reference number of the authorized transaction as shown on my Pay Card statement is: _____.
- f. I am enclosing a detailed explanation of the reason(s) the merchant was not able or willing to provide the requested merchandise/services. I am also providing details of my attempts to resolve this matter with the merchant, including date(s) and the merchant's response(s).
- ☐ 4. I received a credit slip, but it was applied to my account as a charge. I am enclosing a copy of this credit slip.
- ☐ 5. I received a credit slip, but it has not yet been applied to my account. I am enclosing a copy of this credit slip.
- ☐ 6. I guaranteed a hotel reservation for late arrival and subsequently cancelled it on _____ (date) at _____ (AM/PM.) I was given the following cancellation number: _____
- ☐ 7. Other reason: _____

Cardholder Signature: _____ Date: _____

Home Phone # _____ Work Phone # _____