

Citibank[®] Commercial Cards Cardholder Dispute Form

Inquirer's Name:				Date:	
Cardholder's N	lame:				
Account Numb	oer:	·		_	
Cardholder:	Please provide a copy of any inforcharge appears and send via fax FAX TO: 605-357-2019		·	Citibank [®] Commercial Cards 701 E. 60 th ST. N Mail Code 3270 P.O. BOX 6125 Sioux Falls, S.D. 57117	
	t be filled out completely and forwages' posting date so that we may in		am Administrator	and Citibank within 60 days of the	
Program Ad	ministrator: This is to notify you	of an error on my	billing statement:		
	Date:	Date: Dollar Amount of Charge: \$			
	Merchant:				
Cardholder \$					
				your particular dispute. If you have any be more than happy to advise you in this	
	ORIZED TRANSACTION not authorized this charge to my account	unt.			
[] The tra amour				rized one charge from this merchant for this	
(Please pro	NDISE OR SERVICE NOT REC ovide a separate statement detailing the count has been charged for the above ant but the matter was not resolved.	merchant contact,	and the expected d	ate to receive merchandise.) merchandise or service. I have contacted the	
(Please pro	NDISE RETURNED IN THE AM ovide a separate statement detailing the count has been charged for the above closed is a copy of my postal or UPS reports to the count has been charged for the above closed is a copy of my postal or UPS reports to the country of the co	merchant contact, listed transaction, b			
• CREDIT I	NOT RECEIVED	·	it has not yet appea	red on my account. <u>A copy of the credit</u>	
[] The ar	 DIFFERENCE IN AMOUNT The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount fo which I signed. The difference of amount is \$ 				
• COPY RE	EQUEST gnize this charge, but need a copy of th	e sales draft for my	records.		
 SERVICE 	S NOT RECEIVED: Please encl	ose a separate s	statement with th	e date of the merchant contact and	
Paid fo	been billed for this transaction; however or by another means. My card number	was used to secure y receipt, canceled	this purchase; how d check (front and	ever, the final payment was made by check, back), copy of credit card statement, or	
NOT AS	DESCRIBED			halder must specify what goods services or things of	

[] The item(s) specified do not conform to what was agreed upon with the merchant. (The cardholder must specify what goods, services, or things of value were received. The cardholder must have attempted to return the merchandise and state so in his/her complaint.)

If none of the above reasons apply:

Provide a complete description of the problem, attempted resolution and outstanding issues. Use a separate sheet of paper and sign and date your description statement.

© 2007 Citibank, N.A. All rights reserved. Citi and Citi and Arc Design are trademarks and service marks of Citigroup Inc. or its affiliates and are used and registered throughout the world.