

**CHARGEBACK LETTER: DUPLICATE CHARGES**

05/10/11

\_\_\_\_\_ (Date)

Service Credit Union  
PO Box 1268  
Portsmouth, NH 03801  
ATTN: Electronic Services Department – Chargebacks

8-DIGIT ACCOUNT # \_\_\_\_\_

16-DIGIT CARD # \_\_\_\_\_

On \_\_\_\_\_ (Date), my account was charged for \$ \_\_\_\_\_ by  
\_\_\_\_\_ (name of merchant.)

**\*\*This is the correct purchase information from when I purchased their merchandise.**



\*Although I've participated with the above purchase, my account was charged again on  
\_\_\_\_\_ (Date) for \$ \_\_\_\_\_

\*\*If you had additional duplicated charges on your account, please provide all additional information below.

1st Additional Charge \_\_\_\_\_ (Date) \_\_\_\_\_ (Amount)

Duplicate of 1<sup>st</sup> Charge \_\_\_\_\_ (Date) \_\_\_\_\_ (Amount)

2<sup>nd</sup> Additional Charge \_\_\_\_\_ (Date) \_\_\_\_\_ (Amount)

Duplicate of 2<sup>nd</sup> Charge \_\_\_\_\_ (Date) \_\_\_\_\_ (Amount)

3<sup>rd</sup> Additional Charge \_\_\_\_\_ (Date) \_\_\_\_\_ (Amount)

Duplicate of 3<sup>rd</sup> Charge \_\_\_\_\_ (Date) \_\_\_\_\_ (Amount)

I need to request a charge back on the above charge(s) as the merchant is not willing or able to assist me. Please credit my account for the above charge(s).

Sincerely,

\_\_\_\_\_  
PRINT Cardholder's Name

\_\_\_\_\_  
Cardholder's Signature

**(NOTE: Please be sure that you are completing the correct form. An inaccurate form will delay or possibly cause Service Credit Union to dispute for the wrong reason and lose the case, ultimately causing a loss to the above cardholder.)**

\*Please bring letter to local branch office or fax to Electronic Services at 603-422-8458.