

CHARGEBACK LETTER: PAID BY OTHER MEANS

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 charge by _____ (Name of Merchants) for _____ (merchandise – see attached Purchase Order) for \$_____.

Although I've participated with the above merchant, I've paid for this product by other means. (A Check, cash or other Credit card – **MUST SHOW PROOF OF PAYMENT** to charge back under Visa® Rules & Regulations.)

On _____ (Date), I spoke with _____ (Name of person at Merchant) and they said - _____

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

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.