Instructions: Your company should first make good-faith efforts to settle a claim for purchases directly with the merchant.
If assistance from Bank of America is required, please complete this form. Mail completed form with required enclosures within 60 days from the billing close date to:

Bank of America – Business Card Services Operations  
P. O. Box 53101  
Phoenix, AZ 85072-3101  
Or  
FAX: 704-719-8951

Company Name:  
Account Number:  
Cardholder Name:  

This Charge appeared on my statement, billing close date:  

Transaction Date:  
Reference Number:  
Merchant Name/Location:  
Posted Amount:  
Disputed Amount:  
Original Sales Slip Requested: ____Yes ____No

(Cardholder Signature) (Authorized Participant Signature) (Date) (Phone Number)

Please Check Only One (After choosing one of the following options, feel free to provide additional details regarding the transaction on a separate piece of paper)

1. ____ Unauthorized Transaction: I did not authorize, nor did I authorize anyone else to engage in this transaction. No goods or services represented by the above charge were received by me or anyone I authorized. My Bank of America card was in my possession at the time of the transaction.

2. ____ Charge Amount Does Not Agree With Order Authorizing the Charge: The amount entered on the sales slip was increased from $__________ to $__________. I have enclosed a copy of the unaltered sales slip.

3. ____ Merchandise or Services Not Received: I have not received the merchandise or services represented by the above transaction. The expected date of delivery of services was __________. (Please describe your efforts to resolve this matter with the merchant, the date(s) you contacted them and their response.)

4. ____ Defective or Wrong Merchandise: I returned the merchandise on __________ because it was (check one): _____ defective; _____ wrong size; _____ wrong color; _____ wrong quantity. (Please describe your efforts to resolve this matter with the merchant, the date(s) you contacted them, their response and proof of the return of merchandise. Please provide a detailed description of the wrong or defective nature of the merchandise.)

5. ____ Recurring Charges After Cancellation: On __________ (date), I notified the merchant to cancel the monthly/yearly agreement. Since then my Bank of America account has been charged _____ time(s). (Please enclose a copy of the merchant’s confirmation of your cancellation request.)

6. ____ Recurring Charges Already Paid by Other Means: I already paid for the goods and/or services represented by the above charge by means other than my Bank of America Commercial Card. (Please provide a copy of the front and back of the cancelled check, money order, cash receipt, credit card statement, or other documentation as proof of purchase/payment. Describe your efforts to resolve this matter directly with the merchant, the date(s) you contacted them, and their response.)

7. ____ Credit Appears as a Charge: The enclosed Credit Voucher appeared as a charge on my Bank of America Commercial Card account.

8. ____ Credit From Merchant Not Received: I did not receive credit for the enclosed Credit Voucher within 30 calendar days from the date it was issued to me by the merchant shown above. (Please describe your efforts to resolve this
matter with the merchant, the date(s) you contacted them and their response. Provide a detailed statement explaining your reason(s) for disputing this charge.)

9. ___ Hotel Reservation Cancelled: I made a reservation with the above hotel which I later cancelled on __________ (date) at __________ (time). I received a cancellation number which is _______________. (Please describe how the reservation was cancelled, proof of cancellation and attempts to resolve this issue with the merchant.
   _____ I was not given a cancellation number.
   _____ I was not told at the time that I made the reservation that my account would be charged for a “No Show”.
   _____ I was not informed of the cancellation policy.

10. ___ Double or Multiple Charges: My Bank of America Commercial Card Account has been double charged. The valid charge appeared on __________ (date). The duplicate charge(s) appeared on _______________.

11. ___ Do Not Recall the Transaction: The statement has an inadequate description of the charge. Please supply supporting documentation.

12. ___ Other; Above Descriptions Do Not Apply: Please attach a detailed letter explaining the reason for your dispute and your attempts to resolve this issue with the merchant.