

# GSA ACCOUNT DISPUTE FORM

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| **Step 1: CONTACT INFORMATION** |
| Account Number       | Date Submitted       |
| Company Name / Organization Name       |
| Contact Name       | Phone Number       |
| Email Address       | Fax Number       |

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| **Step 2: TRANSACTION INFORMATION**  |
| Card Number /Vehicle number | Transaction Date | Total Transaction Amount | Invoice # | Duplicate Transaction | Unauthorized Transaction | Data Integrity (receipt to be attached)  | Other Reason | Amount in Dispute | Reason for Dispute thenComplete Step 3 or Step 4 with Additional Information  |
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| **Step 3: PRODUCT CORRECTION** |
| Product reported by Merchant       | Correct Product      | Correct Quantity |

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| **Step 4: ADDITIONAL INFORMATION** |
| Please provide an explanation for the dispute being filed. Please provide any additional documentation such as receipts, invoices, signed affidavits, etc.       |
| If Merchant or Vendor has been contacted, provide the Name, Date, and outcome of that contact.       |

**Step 5: SUBMIT COMPLETED FORM.** Complete form by filling in the appropriate fields. Email completed form to: CPSGSADispute@usbank.com Disputes can be filed online using Voyager Portal. This allows electronic reporting and tracking.