

# 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 then  Complete 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](mailto:CPSGSADispute@usbank.com) Disputes can be filed online using Voyager Portal. This allows electronic reporting and tracking.