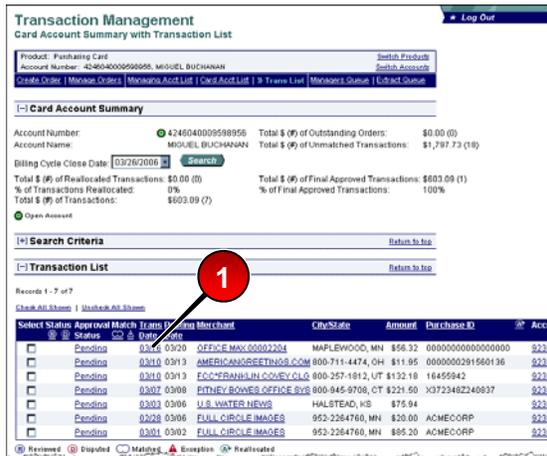
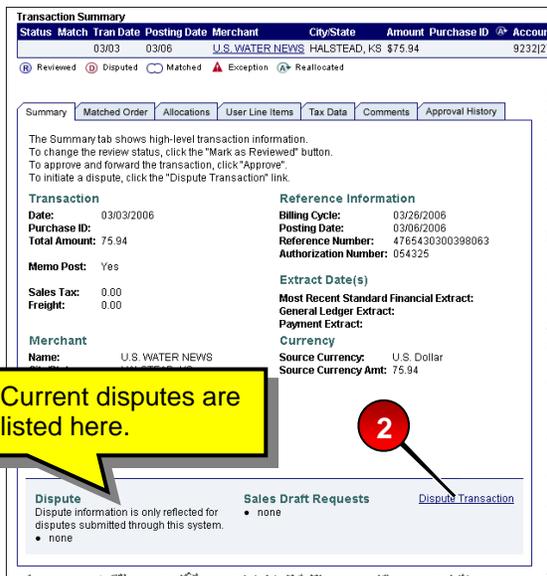


Dispute a Transaction

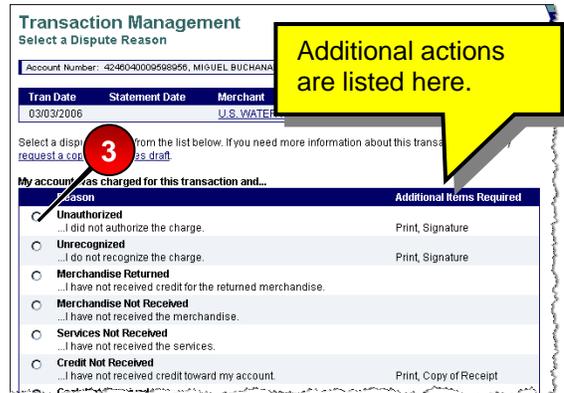
You can use this quick reference guide as a fast reminder of the basic steps for disputing a transaction.



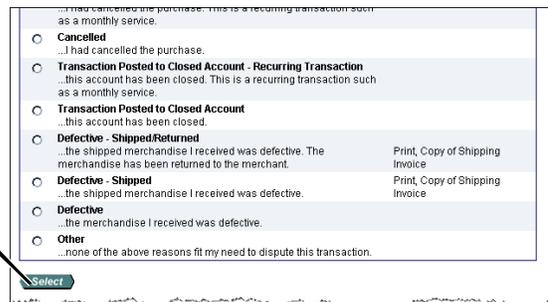
1. In the transaction management function, on the transaction list, click the date link for the transaction you want to dispute.



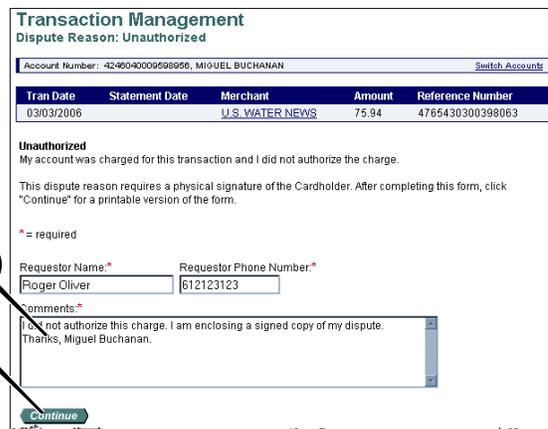
2. Click the **Dispute Transaction** link.



3. Select the radio button for the appropriate dispute reason.



4. Click the **Select** button.



5. Fill in any additional required or optional information.

6. Click **Continue**.

U.S. Bank Access® Online: Dispute a Transaction *Quick Reference*

Transaction Management
Dispute Reason: Unauthorized

Request has been successfully completed.

Print, sign and fax or mail this form to the following address. This dispute will not be processed if this form is not received within 21 days of the dispute date.

Fax Number:
701-461-3463

Mailing Address:
U.S. Bank National Association, ND
c/o U.S. Bancorp Service Center, Inc.
P.O. Box 6244
Fargo, ND 58125-6244

When finished printing, you can go to the [transaction detail](#)

Account Number: 4246040007141619

Dispute Date	Tran Date	Statement Date	Merchant	Amount	Reference Number
05/12/2006	05/08/2006		U.S. WATER NEWS	75.94	24224436130439155300030

Unauthorized
My account was charged for this transaction and I did not authorize the charge.

Requestor Name: Tom Jones
Requestor Phone Number: 6121231234

Comments:
I did not authorize this transaction.

Cardholder Signature (required to process this dispute)



LEARN MORE

For more detailed information, refer to the *Transaction Management* web-based training lesson

and user guide available at:

<https://wbt.access.usbank.com>

Contact your Program Administrator for the most current passwords.

7. Print, sign (if needed), and send with any other required information (e.g., receipt) to Fargo.

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