

Billing Inquiry Form

If you believe an item on your statement is in error, complete and sign this form. We must hear from you no later than 60 days after we send you the first bill on which the error or problem occurred. Please be as complete as possible when explaining your inquiry and remember to include relevant documents. Insufficient documentation may delay the resolution of your inquiry. Also, please be sure to make a good faith effort to resolve with the merchant prior to filing a dispute.

No	Please send completed form via mail, fax or email:		
t Date ount in question \$ rchant Name	PNC P.O. Box 2859 Kalamazoo, MI 49003-2859 or Fax: 269-973-1688 E-mail: billinginquiries@pnc.com		
		ary Cardholder Signature	Date
		Check the ONE box below that best fits your situation a	and supply the requested items or information.
		1. A credit for \$ was not applied to my card	number. (Attach credit slip.)
2. The amount charged to my card number is incorr (Attach copy of the sales slip that shows the corre			
3. I certify that the charge listed above was not mad	ie by me or any person authorized by me. Nor were the goods		
possession. (Attach detailed letter outlining your 4. Although I did participate in a transaction with the	one authorized by me. The Card (circle one) is/is not in my		
possession. (Attach detailed letter outlining your	rone authorized by me. The Card (circle one) is/is not in my attempts to resolve with merchant.) the merchant, I was billed for additional transactions, which I my card number on(date). (Attach copy of the have been shipped to me. Expected date of delivery was rechant on(date) and the merchant's		
possession. (Attach detailed letter outlining your 4. Although I did participate in a transaction with the did not authorize. The valid charge was billed to reauthorized sales slip.) 5. I have not received the merchandise that was to	rone authorized by me. The Card (circle one) is/is not in my attempts to resolve with merchant.) ne merchant, I was billed for additional transactions, which I my card number on(date). (Attach copy of the have been shipped to me. Expected date of delivery was rehant on(date) and the merchant's ise on(date) because Please provide proof of		
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possession. (Attach detailed letter outlining your 4. Although I did participate in a transaction with the did not authorize. The valid charge was billed to reauthorized sales slip.) 5. I have not received the merchandise that was to the contacted the merchand. I contacted the merchander response was 6. I have (circle one) returned/cancelled merchand return/cancellation. If this is a hotel cancellation. 7. Merchandise that was shipped, arrived, damaged (date). Please provide the merchand return/cancellation.	rone authorized by me. The Card (circle one) is/is not in my attempts to resolve with merchant.) The merchant, I was billed for additional transactions, which I my card number on(date). (Attach copy of the shave been shipped to me. Expected date of delivery was rechant on(date) and the merchant's The ise on(date) because Please provide proof of the specific provide cancellation number. The and/or defective on(date). I returned it on merchant response. The very payment was made by cash, check, or other credit card. Please provide card. Please provide card.		
possession. (Attach detailed letter outlining your 4. Although I did participate in a transaction with the did not authorize. The valid charge was billed to reauthorized sales slip.) 5. I have not received the merchandise that was to the contacted the merchand. I contacted the merchander response was 6. I have (circle one) returned/cancelled merchand return/cancellation. If this is a hotel cancellation. 7. Merchandise that was shipped, arrived, damaged (date). Please provide the merchand return/cancellation.	rone authorized by me. The Card (circle one) is/is not in my attempts to resolve with merchant.) The merchant, I was billed for additional transactions, which I my card number on(date). (Attach copy of the shave been shipped to me. Expected date of delivery was rechant on(date) and the merchant's The ise on(date) because Please provide proof of the special provide cancellation number. The and/or defective on(date). I returned it on merchant response. The and/or defective on(date) is not in my attempts to resolve in my attempts to resolve in my card it and the merchant's		