



P.O. BOX 6048  
 DEARBORN, MICHIGAN 48121  
 PH 313.336.2700 PH 888.336.2700  
 www.dfcufinancial.com

# Written Statement of Unauthorized Check By Phone Debit – Business

Page 1 of 2

## Please Read Before Proceeding

1. This form **must** be completed by the person whose name appears on the business check card.
2. We cannot process your claim until we have received **all** of the required information and/or documentation.
3. The Written Statement of Unauthorized Check by Phone Debit – Business form is to be completed if you are claiming that an unauthorized or erroneous electronic debit transaction has been withdrawn from your account.
4. This form **must** be received by DFCU Financial within thirty-three (33) days from the statement date.

## Required Information

Please take the following actions:

1. Complete the form.
2. Return the form to DFCU Financial using one of the following methods:

Deliver in person to  
 any DFCU Financial  
 branch location.

**Or**

Mail to:  
 DFCU Financial  
 PO Box 6048  
 Dearborn, MI 48121-9853

**Or**

Fax to 313.359.9410

## You must complete all of the requested information:

Member/Organization Number	Your Name
Daytime Phone Number	Email Address

## Statement & Authorization

I am an authorized signer, or otherwise have authority to act, on the account identified in this Statement. I authorize DFCU Financial to credit my account and initiate a debit entry to return the item to the originator. I have read this Statement in its entirety and declare that the information provided on this statement is true and correct.

\_\_\_\_\_  
 Business Card Holder Signature

\_\_\_\_\_  
 Date



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## Instructions for Completing the Following Section

1. Please check only one dispute type. Check the box that most closely matches the type of dispute you are submitting.
2. We will be unable to process your dispute unless all of the required information is provided.

I have examined my statement from DFCU Financial indicating that a check by phone entry was charged to my account. The entry was unauthorized or improper.

Company Name: \_\_\_\_\_

Date(s)	Amount(s)	Check number (if applicable)

**I. For UNAUTHORIZED CHECK BY PHONE DEBITS** (check one)

I have never authorized the above listed company to originate a check by phone to debit funds from any account at DFCU Financial.

I authorized the above listed company to originate a check by phone to debit funds from an account at DFCU Financial but:

\_\_\_ the amount I authorized is \_\_\_\_\_ ; or

\_\_\_ I authorized the debit to be made to my account on or no earlier than \_\_\_\_\_(month/day/year).

I authorized the above listed company to originate a check by phone to debit funds from my account, **but** I revoked that authorization by notifying the company above in the manner specified in the original authorization.

Date authorization was revoked: \_\_\_\_\_

Revocation by:

- Phone: Spoke with: \_\_\_\_\_
- US Mail: Provide copy of letter
- Email: Provide copy of email
- In Person