

MERCHANT SERVICES  
PO BOX 6602  
HAGERSTOWN MD 21741-6602

# REQUEST FOR TRANSACTION DOCUMENTATION

March 9, 2012 Faxed To: (866)463-7804

**FAX YOUR RESPONSE TO:**  
402-933-1673

**Acme Corporation  
John Doe  
Any-town USA**



**Your response must be received by  
(Submittal Date Will Appear)**  
Failure to respond may result in a debit to your account.

The customer's bank has requested a copy of the transaction document(s) related to the card transaction identified below.

## TRANSACTION DETAIL INFORMATION

**Case Number: 123456789**

Merchant Number **Your Merchant ID Will Appear**

Credit Card Number: 434256XXXXXX2834

Card Product Type:

Transaction Method: Card Present

MCC: 5813

Transaction Amount: 60.00

Alternate Amount: 0.00

Transaction Date: 03/03/12  
mm/dd/yy

Reason Description: 33 - Fraud Analysis

Reference Number: 2064700108061943

Merchant Xref: 24412902064700108061943

Airline Ticket Number:

Invoice Number:

Custom Data: SYS: 1423 PRIN: 1400

Affix legible copy of Transaction Document within this area.

### PLEASE FOLLOW THESE INSTRUCTIONS:

- ◆ Tape your original transaction document within this area.
- ◆ Do not cover the Transaction Information on the left. If the size of your document exceeds the space provided, then attach the document(s) to separate sheet(s) of 8 1/2 by 11 white paper.
- ◆ Write the case number on the top right corner of every sheet.
- ◆ If you have resolved this issue with the cardholder and or if you have already issued credit to the cardholder, your response is still required.
- ◆ For non face-to-face transactions we recommend that you provide as much information as possible to establish cardholder participation in a transaction.
- ◆ For face-to-face transactions, the rules require a signed and card swiped or imprinted transaction document to establish cardholder participation in a transaction.

**FAX YOUR RESPONSE TO:** 402-933-1673

OR, MAIL TO:  
MERCHANT SERVICES  
PO BOX 6602  
HAGERSTOWN MD 21741-6602

Questions? Call Merchant Services at:  
1-800-672-5008

The information in this message may be proprietary and/or confidential, and protected from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify Merchant Services immediately by replying to this message and (deleting it from your computer.)

Affix legible copy of Transaction Document within this area.

6000R20681873406