

Credit Card Non-Receipt Report

To: Postal Inspector in Charge			Instructions		
The below named addressee has advised us that he or she did not receive the credit card we mailed.			Keep Part 2. Send Part 1 to the Postal Inspector in Charge of the division in which your place of business is located. Find the location at http://www.usps.com/ncsc/locators/find-is.html . Additional copies of this form will be given to the Postal Inspector in Charge on request.		
1a. Name of Addressee			2a. Name of Mailer		
1b. Street Address (<i>No., street, apt./ste./PO box no.</i>)			2b. Street Address (<i>No., street, apt./ste./PO box no.</i>)		
1c. City	1d. State	1e. ZIP + 4®	2c. City	2d. State	2e. ZIP + 4
1f. Telephone Number (<i>Include area code</i>)			2f. Telephone Number (<i>Include area code</i>)		
3. Date Mailed			4. Mailed at (<i>Location, city, state, ZIP + 4</i>)		
5a. Type of Card (<i>American Express, Discover, MasterCard, Visa, etc.</i>)			5b. Card Number		5c. Expiration Date
6. Where were purchases made?		b. State	7. Date Purchases Began (<i>MM/DD/YYYY</i>)	8. Total Amount of Purchase(s) \$	
a. City					
9. Postal Inspector Use					