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| Date problem first occurred: | Date (s) you complained to company: | To Whom You Complained: |
| Brand Name or Manufacturer: | Model Name or Number: | Serial Number: |
| Warranty Expiration Date: | Date Purchased: | Contract, Acct. or Policy Number |
| Date Signed the Contract or Order: | | |
| Payment Information: | | |
| Have you already paid for the product or service? (Circle One) Yes No Partial Purchase Amount in Dispute: | | |
| Method of Payment: (Circle One) Cash Check Credit Card Money Order | | |
| Description of resolution you are requesting: (e.g., refund, credit, exchange or rebate) | | |
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| Have you contacted any other government agency or elected official to assist in resolving this complaint? (Circle One) Yes No | | |
| State Agency contacted: | Name of Elected official: | |
| Assistance received: | | |
| Have you contacted an attorney? (Circle One) Yes No Court Action Pending? (Circle One) Yes No | | |
| Please attach to this form PHOTOCOPIES of any papers (e.g., contracts, warranties, bills received, canceled checks, correspondence, etc). DO NOT SEND ORIGINALS. | | |
| <u>PLEASE READ THE FOLLOWING BEFORE SIGNING BELOW</u> | | |
| In filing this form, I understand that the DCP is attempting to mediate my complaint. I also understand that if I have any questions concerning my legal rights or responsibilities, I should contact a private attorney. I hereby authorize the DCP to work with the appropriate government and private sector entities on my behalf, including requesting and reviewing appropriate documents, to attempt to resolve my dispute. I have no objection to the contents of this complaint being forwarded to the business or service person the complaint is directed against. The above complaint is true and accurate to the best of my knowledge. | | |
| Signature: _____ | | Date: _____ |
| Question: | HAVE YOU ENCLOSED COPIES OF IMPORTANT PAPERS? | |
| Return to: | New York State Department of State Division of Consumer Protection Consumer Assistance Unit 5 Empire State Plaza, Suite 2101 Albany, NY 12223-1556 | |
| | | 4/11/2011 |