Instructions:

- File a complaint with the institution or individual in question before filing a complaint with the DFS.
- Complete this form. Be as detailed as possible. Print very clearly and neatly in dark ink.
- Enclose or attach copies of all related documents concerning your transaction. Do not send originals!

About You		
Name :		
Street address:		
City, state zip:		
Home phone Number:		
Business/Cell/Other phone Number:		
About The Institution Or Individual You Are Complaining About		
Name of Bank or Financial Institution:		
Street address:		
City / town:		
Phone number:		
The account number(s) related to this complaint (if any):		
About The Transaction Or Complaint		
Type of Complaint (check cashing, deposit, withdrawal, etc.):		
(Add further details of your transaction or complaint to the area on page 2 where indicated)		
Date of Transaction:		
Approximate dollar amount involved: \$		
What Relief or resolution are You Seeking?		
About Your Original Complaint		
Date You Complained to Institution:		
How you complained (phone, Mail, In Person, etc.):		
Person Contacted/Person who responded:		
Date of Response:		
Nature of Response:		

More About This Complaint				
Has this matter been submitted by another agency or attorney? ((circle one):	Yes	No	
If yes, Name and address of Attorney:				
Is court action pending? (circle one): Yes No				
Please describe complaint in detail here (or enclose a letter describing the complaint):				
READ THE FOLLOWING BEFORE SIGNING BELOW: In order to rescopy of this form to the person or firm you are complaining about that the Department of Financial Services is not my private attornenforcing laws designed to protect the public from misleading or understand that if I have any questions concerning my legal right private attorney. I have no objection to the contents of this compor person the complaint is directed against. The above complaint knowledge. Signature:	it. In filling this ney, but repres unlawful busir s or responsibi plaint being for	compla sents the ness pra llities, I s warded	int, I understand public in ctices. I also should contact a to the institution	

ATTACH OR ENCLOSE COPIES OF ANY DOCUMENTS THAT RELATE TO YOUR COMPLAINT (CONTRACTS, BILLS, CANCELLED CHECKS, CORRESPONDENCE, ETC.) DO NOT SEND ORIGINALS.