

# Complaint Form



## CONTACT INFORMATION:

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Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Preferred method  
of contact: \_\_\_\_\_

## CREDIT UNION INFORMATION:

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Credit Union Name: \_\_\_\_\_

Branch: \_\_\_\_\_

## COMPLAINT INFORMATION:

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Your complaint concerns:

- |                                  |   |  |
|----------------------------------|---|--|
| <input type="checkbox"/> Account | <input type="checkbox"/> Loan or Mortgage   | <input type="checkbox"/> Debit Card                      |
| <input type="checkbox"/> Privacy | <input type="checkbox"/> Quality of Service | <input type="checkbox"/> Other <i>(please specify)</i> : |
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Your account number *(if applicable)*: \_\_\_\_\_

## DETAILS ABOUT YOUR COMPLAINT:

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Provide a brief description of your complaint. Write down the events leading to it in the order in which they happened. Include specific dates, times, individuals you dealt with and the actions you took. *(Attach additional sheets as required)*.

*Please attach copies of your account statements and/or financial agreement (if applicable) and any copies of correspondence or other material that may be of assistance. Please remember – you should not submit originals when you are filing a complaint.*

**WHAT WOULD YOU LIKE TO SEE DONE?  
WHAT IS YOUR PROPOSED SOLUTION?**

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**AUTHORIZATION:**

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I have asked the credit union to investigate my complaint and I consent to the collection, use and disclosure of my personal information for the purposes of investigating the above complaint.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Complainant Signature

*Please return your completed, signed complaint form to the credit union.*