

# CREDIT APPLICATION

## Visa Business Card



**Check Account Choice:** (Only One)  
 Sole Owner  
 Partnership  
 Corporation

Credit Limit Requested \$ \_\_\_\_\_

**IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT:** To help the government fight the funding of terrorism and money laundering activities, Federal laws require all financial institutions to obtain, verify and record information that identifies each person who opens an Account. What this means to you: When you open an Account, we will ask for your name, address, date of birth, and other information that allows us to identify you. We may also ask to see your driver's license or other identifying documents.

### COMPANY INFORMATION

|                  |      |       |          |                            |  |
|------------------|------|-------|----------|----------------------------|--|
| Name of Company  |      |       |          | Tax I.D. Number            |  |
| Company Address  | City | State | Zip Code | Business Phone             |  |
| Type of Business |      |       |          | How many years in business |  |

### ISSUE BUSINESS CREDIT CARDS TO THE FOLLOWING INDIVIDUALS:

This information is gathered for the individuals to receive the credit cards and includes the signature at the bottom of each box.

*Attach additional sheet if necessary (with signatures)*

|               |  |      |                                    |        |                           |                            |
|---------------|--|------|------------------------------------|--------|---------------------------|----------------------------|
| Last Name     |  |      | First                              | Middle | Social Security Number    |                            |
| Company Title |  |      | Division/Department                |        |                           | Date of Birth (MM/DD/YYYY) |
| Home Address  |  | City | State                              | Zip    | Home Phone (XXX) XXX-XXXX |                            |
| Signature     |  |      | Limit for this individual card: \$ |        | Date                      |                            |

|               |  |      |                                    |        |                           |                            |
|---------------|--|------|------------------------------------|--------|---------------------------|----------------------------|
| Last Name     |  |      | First                              | Middle | Social Security Number    |                            |
| Company Title |  |      | Division/Department                |        |                           | Date of Birth (MM/DD/YYYY) |
| Home Address  |  | City | State                              | Zip    | Home Phone (XXX) XXX-XXXX |                            |
| Signature     |  |      | Limit for this individual card: \$ |        | Date                      |                            |

|               |  |      |                                    |        |                           |                            |
|---------------|--|------|------------------------------------|--------|---------------------------|----------------------------|
| Last Name     |  |      | First                              | Middle | Social Security Number    |                            |
| Company Title |  |      | Division/Department                |        |                           | Date of Birth (MM/DD/YYYY) |
| Home Address  |  | City | State                              | Zip    | Home Phone (XXX) XXX-XXXX |                            |
| Signature     |  |      | Limit for this individual card: \$ |        | Date                      |                            |

### CREDIT INFORMATION

*Attach additional sheet if necessary (with signatures)*

|                                       |                                     |                                      |   |                 |
|---------------------------------------|-------------------------------------|--------------------------------------|---|-----------------|
| Institution Name and Address          |                                     | Branch                               | Loans <input type="radio"/> Open <input type="radio"/> Closed |                 |
| Checking Account Number / Name Listed |                                     | Savings Account Number / Name Listed |   |                 |
| Name and Address of Trade References  | Name Under Which Account is Carried | Account Number                       | Balance   | Monthly Payment |
| 1.                                    |                                     |                                      | \$  | \$              |
| 2.                                    |                                     |                                      | \$  | \$              |
| 3.                                    |                                     |                                      | \$  | \$              |

### CONDENSED BUSINESS FINANCIAL STATEMENT

*Bank reserves the right to require additional information*

|  |    |                                 |    |
|--|----|---------------------------------|----|
| CURRENT ASSETS   | \$ | CURRENT LIABILITIES             | \$ |
| TOTAL ASSETS   | \$ | TOTAL LIABILITIES               | \$ |
| <b>IMPORTANT:</b> THE FINANCIAL STATEMENT OR AN ATTACHED STATEMENT MUST BE COMPLETED BEFORE YOUR APPLICATION CAN BE PROCESSED. |    | NET WORTH                       | \$ |
|  |    | (Total Assets Less Liabilities) |    |

### SIGNATURE(S)

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:** This statement is submitted to obtain credit and I / We certify that all information herein is true and complete. I / We agree that inquiries (including without limitation requests for credit reports) may be made to verify information and that credit references or verification may be given based on inquiries from other parties. This offer is subject to the credit policies of this institution. I / We agree to be bound by the terms and conditions of the bank card agreement, a copy of which will be mailed to the applicant if this application is granted, receipt of such agreement and acceptance of such terms to be conclusively presumed by the applicant's use of the card(s). If this is a joint application, the undersigned shall be jointly and severally liable for any and all credit extended from time to time. All individuals with 20% or more ownership in the business and any non-owner guarantors must submit current personal financial information and sign our form of guaranty agreement.

**AUTHORIZED OFFICERS MUST BE ONE OF THE FOLLOWING (check one):**

PRESIDENT/CHAIRMAN  V.P.  Treasurer  Owner  Partner

X \_\_\_\_\_ X \_\_\_\_\_  
 Applicant signature Title Date Authorizing signature Title Date

Over-the-Limit Credit Coverage is included. Any transaction that causes you to go over your credit limit may be declined. With over-the-limit coverage and you go over your credit limit, the issuing bank will charge you a fee of \$25. You will only pay one fee per billing cycle, even if you go over your limit multiple times in that same cycle. Even if you have over-the-credit limit coverage, in some cases the issuing bank may still decline a transaction that would cause you to go over your limit, such as if you are past due or significantly over your credit limit.

# CREDIT APPLICATION CONTINUED

## Visa Business Card



BANK OF  
**OAK RIDGE**

### CREDIT DISCLOSURES

|   |  |   |  |
|---|--|---|--|
| <b>Annual Percentage Rate for Purchases</b>   | 0.00% Introductory APR for six (6) months. After that your APR will be <b>Wall Street Journal Prime + 10.99%</b> . This APR will vary with the market based on the Prime Rate.** | How to Avoid Paying Interest on Purchases   | At least 25 Days*                              |
| <b>Annual Percentage Rate for Balance Transfers</b>   | 0.00% Introductory APR for six (6) months. After that your APR will be <b>Wall Street Journal Prime + 10.99%</b> . This APR will vary with the market based on the Prime Rate.** | Method of Computing the Balance of Purchases  | Average Daily Balance Including New Purchases* |
| <b>Annual Percentage Rate for Cash Advances</b>   | <b>Wall Street Journal Prime + 16.74%</b><br>This APR will vary with the market based on the Prime Rate.**   | <p>*A finance charge will be imposed on Credit Purchases only if you elect not to pay the entire new balance shown on your monthly statement for the previous billing cycle within 25 days from the closing date of that statement. If you elect not to pay the entire new balance shown on your previous monthly statement within that 25-day period, a finance charge will be imposed on the unpaid average daily balance of such Credit Purchases from the previous statement closing date and on new Credit Purchases from the date of posting to your account during the current billing cycle, and will continue to accrue until the closing date of the billing cycle preceding the date on which the entire new balance is paid in full or until the date of payment if more than 25 days from the closing date. The finance charge for a billing cycle is computed by applying the monthly periodic rate to the average daily balance of Credit Purchases, which is determined by dividing the sum of the daily balances during the billing cycle by the number of days in the cycle. Each daily balance of Credit Purchases is determined by adding to the outstanding unpaid balance of Credit Purchases at the beginning of the billing cycle any new Credit Purchases posted to your account, and subtracting any payments as received or credits as posted to your account, but excluding any unpaid finance charges.</p> <p>A finance charge will be imposed on Cash Advances from the date made or from the first day of the billing cycle in which the Cash Advance is posted to your account, whichever is later, and will continue to accrue on the unpaid average daily balance of such Cash Advances until the date of payment if paid during the same billing cycle, or until the closing date of the billing cycle preceding the date on which the entire new balance is paid in full or until the date of payment if more than 25 days from the closing date. If the new balance shown on your monthly statement for the prior billing cycle is paid in full within 25 days of the closing date of that statement, no finance charges will be imposed during the current billing cycle for Cash Advances posted to your account during previous billing cycles.</p> <p>Your due date is at least 25 days after the close of each billing cycle. We will not charge you interest on retail purchases if you pay your entire balance by the due date. We will begin charging interest on cash advances on the transaction date.</p> <p>**The prime rate used to determine your APR is the rate published in the Wall Street Journal on the 15<sup>th</sup> day of each month.</p> |  |
| <b>Balance Transfer Fee</b>   | <b>\$10.00</b>   |   |  |
| <b>Cash Advance Fee</b>   | <b>\$25.00</b> or 2.0% of the amount advanced, whichever is greater.   |   |  |
| <b>Foreign Transaction Fee</b>  | 0.8% of each transaction in U.S. dollars, 1.0% of each transaction in foreign currency.  |   |  |
| <b>Late Payment Fee</b>   | <b>\$25.00</b>   |   |  |
| <b>Over-the-Credit Limit Fee</b>  | <b>\$25.00</b>   |   |  |
| <b>Return Payment Fee</b>   | <b>\$35.00</b>   |   |  |
| <b>Other Fees</b>   | NONE   |   |  |
| The above rate and fee information was printed in April 2017, was accurate as of that date and is subject to change. To receive the most up-to-date information, write us at Bank of Oak Ridge, PO Box 2, Oak Ridge, NC 27310-9906. |  |   |  |

### TRANSFER OF BALANCE REQUEST

Upon approval, I wish to transfer my present balance on the credit card account(s) listed below to my new Bank of Oak Ridge credit card account.

|  |  |
|--|--|
| Credit Card Issuer _____                         | Account Number _____                               |
| Payment Address _____                            | Amount to be Transferred \$ _____                  |
| City, State, Zip Code _____                      |  |
| X _____  | X _____  |
| Applicant signature _____ Title _____ Date _____ | Authorizing signature _____ Title _____ Date _____ |

### FOR INTERNAL USE ONLY

|                 |             |             |                 |             |             |
|-----------------|-------------|-------------|-----------------|-------------|-------------|
| ACCOUNT NO. (1) |             |             | ACCOUNT NO. (2) |             |             |
| DATE APPROVED   | CREDIT LINE | APPROVED BY | DATE APPROVED   | CREDIT LINE | APPROVED BY |
| NO. CARDS       | PRO. CODE   |             | NO. CARDS       | PRO. CODE   |             |

Bank of Oak Ridge, Oak Ridge, NC 27310-9906

FOLD AND SECURE WITH TAPE FOR MAILING

## Credit Card Account Agreement

This Agreement and Disclosure Statement contains the terms and disclosures which apply to my Visa Platinum, Visa Gold, or Visa Business credit card account ("Account"). The words "I", "me" and "my" which also mean "we", "us" and "our", if more than one customer, mean the person or persons who use or authorize the use of the Visa Platinum, Visa Gold, or Visa Business credit card. The words "you", "your" and "yours" mean the issuing institution.

- 1. How to Use This Account.** I may purchase or lease goods and services ("Purchases") up to my maximum credit limit by presenting my Visa Platinum, Visa Gold or Visa Business ("Card") and signing a sales slip for the amount of the purchase. The use of this Card constitutes my acceptance of these terms and conditions. I may also use my Card to obtain cash ("Cash Advance"): (a) By receiving a cash advance from financial Institutions that accept a Visa credit card; or (b) By making withdrawals with this Card at an automated teller machine; or (c) By receiving other transactions that are equivalent to cash including, but not limited to, purchases of wire transfers, money orders, travelers checks, foreign currency, and casino gambling chips obtained with my Card; or (d) By use of preprinted checks ("Convenience Checks") that you issue me.
- 2. Maximum Credit Limit.** You will provide me with notice of my maximum credit limit, and I agree you may change my limit at any time. You may limit the amount of Cash that I may obtain from my Account to a portion of my maximum credit limit. I agree never to use my Card when the use will exceed my maximum credit limit. I also agree that you are not obligated to extend to me credit for an amount that would make my outstanding balance exceed my maximum credit limit or for any amount if my outstanding balance is already over the maximum credit limit. Any increases in my maximum credit limit I request will require that I make a written application for your approval. I will pay any amounts which exceed my maximum credit limit upon demand. You may re-evaluate my financial condition if I request a higher credit limit, or at any other time, and this may include obtaining a current credit bureau report, and/or asking me for current financial information. Based on such a review, you may immediately increase or reduce my credit limit or even revoke my Account without prior written notice.
- 3. Monthly Statement.** If I have an outstanding debit or credit New Balance of \$1.00 or more, or if there is any Finance Charge imposed during a billing cycle, you will send me a statement. I agree to pay you for all Purchases, Convenience Checks, Cash Advances, Balance Transfers, fees and charges, if any, and Finance Charges on my Account, all payable in United States dollars. I agree that you are not obligated to accept payment checks drawn on a non-United States domiciled financial institution or entity. Should I present you and you accept a check drawn on a non-United States domiciled financial institution or entity, posting of my payment will be delayed. The payment will not be credited to my Account until the funds have been collected in United States dollars. I agree to allow you, at your discretion, to debit my account or to reduce my payment amount for any collection and processing fees associated with handling this payment.
- 4. Finance Charge on My Account Balance.** (a) A FINANCE CHARGE computed on a monthly periodic rate will begin to accrue for new Purchases or Balance Transfers on the respective transaction dates of the Purchases if I do not pay the New Balance in full within 25 days after the billing date of the statement on which the new Purchases first appear. Also, a Finance Charge computed on a monthly periodic rate will be imposed and will begin to accrue on the transaction date of any Cash Advance. On Convenience Checks the transaction date is the date the Convenience Check is presented to the bank for payment. A Finance Charge will continue to be imposed from the transaction date until I have paid any outstanding balance in full. (b) A portion of the FINANCE CHARGE will be figured by applying the applicable monthly periodic rate(s) of 1/12 of the ANNUAL PERCENTAGE RATE(S) to the average daily balance(s) of Purchases and Cash. The monthly periodic rate(s) ("MPR") and ANNUAL PERCENTAGE RATE(S) ("APR") are variable rates that may change (increase or decrease) from time to time based on movements of the Wall Street Journal ("WSJ") Prime Interest Rate, Eastern Edition. The WSJ Prime Interest Rate is not represented or intended to be the lowest or most favorable rate of interest offered to any issuing institution customers. Any change in my APR(S) will take effect on the first day of the billing cycle following a change in the WSJ Prime Interest Rate published on the 15th Business day of the calendar month. If more than one Prime Interest Rate is published, you will use the higher rate as the WSJ Prime Interest Rate. (c) My APR for Purchases may vary monthly. For Visa Platinum accounts, the introductory rate will be 0.0% for six (6) months. After that the rate will be equal to the WSJ Prime Interest Rate plus 5.99% and will not exceed 25.99%. For Visa Gold accounts, the introductory rate will be 0.0% for six (6) months. After that the rate will be equal to the WSJ Prime Interest Rate plus 12.99% and will not exceed 25.99%. For Visa Business accounts, the introductory rate will be 0.0% for six (6) months. After that the rate will be equal to the WSJ Prime Interest Rate plus 10.99% and will not exceed 25.99%. An increase in the WSJ Prime Interest Rate will result in an increase in the amount of my Finance Charge, Minimum Periodic Payment and Outstanding Balance. My APR for Cash Advances will be equal to the WSJ Prime Interest Rate plus 16.74%. My APR for Balance Transfers will be equal to (i) the WSJ Prime Interest Rate plus 5.99% (for Visa Platinum accounts) or (ii) the WSJ Prime Interest Rate plus 12.99% (for Visa Gold accounts) or (iii) the WSJ Prime Interest Rate plus 10.99% (for Visa Business accounts). An increase in the WSJ Prime Interest Rate will result in an increase in the amount of my Finance Charge, Minimum Periodic Payment and Outstanding Balance. (d) The average daily balance is determined by dividing the sum of the daily balances during the billing cycle by the number of days in the cycle. Each daily balance is determined by adding to the Previous Balance of your Credit Purchase account (the outstanding unpaid balance of such account at the beginning of the applicable billing cycle) all new Credit Purchases posted to your account thus far during that billing cycle, and subtracting any payments as received and credits as posted to your Credit Purchases account thus far during that billing cycle, but excluding any unpaid Finance Charges.
- 5. Minimum Payment.** If your balance is less than \$20.00, your minimum payment will be equal to your balance. Otherwise, your minimum payment will be the greater of \$20.00 or 2% of your balance plus new interest and late payment fees. We will also add any past due amount to your minimum payment. If your account charges off, the entire balance is due immediately. Cash Advances, Balance Transfers and Convenience Checks drawn against an issuing institution account will not be accepted for payment on this or any issuing institution account.
- 6. Fees.** (a) Annual Account Fee: There is no annual fee. (b) Cash Advance Fee: My fee for a Cash Advance from an Automated Teller Machine (ATM) or via a bank teller will be the greater of \$25.00 or 2% of the amount of the cash advance. I understand that this fee is in addition to whatever may be charged by the owner(s) of the ATM. (c) Convenience Check Fee: If I use a convenience check as provided by you, I will be assessed the greater of \$25.00 or 2% of the amount of the check. (d) Balance Transfer Fee: If I obtain a balance transfer from the issuing institution to pay off other creditors (a "Balance Transfer"), I will be assessed \$10.00. (e) Late Payment Fee: My Minimum Payment Due will be past due if it is not received by you on or before the Payment Due Date shown on each monthly statement. A monthly fee of \$25.00 will be charged to my Account, if at least the Minimum Payment Due, including unpaid payments, is not received by you on or before the Payment Due Date. (f) Returned Payment Check Fee: If I make a payment by check and a check is returned unpaid for any reason, my Account will be charged \$35.00 for each returned check. (g) Stop Payment Fee: If I am issued Convenience Checks to access my Account and I stop payment on a check, my Account will be charged \$35.00 for each stop payment. (h) Returned Convenience Check Fee: If I write a Convenience Check and it is in excess of my available credit limit, my payments are not current or you have cancelled my Account, it will be returned and my Account will be charged \$35.00 for each returned Convenience Check. (i) Over Limit Fee: If I go over my assigned credit limit, I will be charged \$25.00 in the month(s) during which I exceed that limit by 1.0% or more at the end of the statement cycle. (j) Miscellaneous Fees: Additional fees may be assessed if I request a copy of a document, request a replacement card, rush deliver a card, or order convenience checks, if such fees are not prohibited by law or regulation. No Finance Charge shall be assessed on such additional fee(s).

7. **Charges Made in Foreign Currency.** If I incur a charge in a foreign currency, the charge will be converted by Visa into a United States dollar amount. Visa will use the procedures set forth in its Operating Regulations in effect at the time that the transaction is processed. Currently those regulations provide that the exchange rate for transactions in a foreign currency will be a rate selected by Visa from the range of rates available in wholesale currency markets for the applicable central processing date, which rate may vary from the rate Visa itself receives, or the government mandated rate in effect for the applicable central processing date. All transactions in foreign countries and in United States dollars will be subject to a 0.8% conversion or processing fee. All transactions in foreign countries and in a foreign currency will be subject to a 1% conversion or processing fee. The currency conversion rate in effect on the processing date may differ from the rate in effect on the transaction date or on the posting date. Any cash advance in a foreign country will be subject to the cash advance fee (i.e., the greater of \$25.00 or 2% of the amount of the cash advance) in addition to the applicable foreign transaction fee (i.e., either 0.8% or 1% of the amount of the cash advance, depending on whether the cash is in United States dollars or foreign currency).
8. **Stopping Payment.** I may ask you to stop payment of checks drawn on my Account. I must tell you the exact amount of the check, check number, date of check, payee and the full Account number on which it is drawn for you to be able to enter a stop payment. If the information I give you is not correct or if I do not give you other reasonable information requested about: the check, you are not responsible if you are not able to affect the stop payment. I may verbally notify you to stop payment of a check drawn on my Account; however, the verbal stop payment order may not be effective after fourteen (14) days from the date my verbal stop payment order was received unless I confirm it in writing within that time period.
9. **Application of Payments.** In accordance with the Credit C.A.R.D. Act, payments made in excess of the minimum payment must be applied first to the balance with the highest interest rate then successively to the next-highest interest rate until the payment is exhausted.
10. **Events of Default.** I will be in default under this Plan and Agreement if any of the following events shall occur: (a) if I fail to comply with the minimum payment or any other terms or conditions of this Agreement or on any other obligation I have or will have with you; (b) if I should die or become insolvent; (c) if a petition should be filed or other proceedings should be started under the Federal Bankruptcy Code or any State insolvency statute by or against me; (d) if a Receiver should be appointed or a writ or order of attachment, levy or garnishment should be issued against me or any of my property, assets or income; or (e) if you should consider yourself or any debts due under this Agreement unsafe or not completely secure or if you should believe, in good faith, that the chances of my paying or performing all of my obligations under this Agreement have been impaired.
11. **Entire Balance Due.** If I am in default, you may require that I immediately pay the outstanding balance with interest due on this balance at the APR provided in the above Finance Charge paragraph until paid. I also agree your obligation for further credit extensions shall immediately end. If you demand full payment of the outstanding balance and I fail to immediately make payment, I agree to pay all collection costs, including 15% of the outstanding balance due as attorney's fees.
12. **Ownership of Card.** Any card or other credit instrument which you supply to me is your property and must be returned to you immediately upon demand or upon notice of cancellation or withdrawal of my Card. I agree to notify you promptly of the loss, theft or unauthorized use of my Card. I agree you may terminate, limit or modify my right to use my Card at any time in the future without notice to me.
13. **Acceptance of Card.** All card transactions are effected at the option of the business or financial institution accepting the card and you shall not be responsible for refusal by any retail or wholesale business establishment or financial institution to honor the Card.
14. **Transfer of Account.** I cannot transfer or assign my Account to any other person.
15. **Recordings.** I agree that you, your agents or service companies may monitor and/or record any telephone communications with me.
16. **Release of Information to Credit Bureaus.** I authorize you to release information to others, such as credit bureaus, regarding the status and history of my account. However, you are not obligated to release any such information to anyone unless you are required by law to do so.
17. **Change of Address.** I will advise you promptly if I change my mailing address. All written notices and statements from you to me will be considered given when placed in the United States mail, postage prepaid, and addressed to me at my current address as it appears in your records.
18. **Irregular Payments.** You may accept late payments or partial payments, or checks, drafts or money orders marked "Payment in Full", without losing any of your rights under this Agreement.
19. **Amendments.** You may change any part of this Agreement at any time, as long as you give me advance written notice as required by law, including without limitation by mailing a written notice to my last known address. Unless otherwise required by law, any change in terms will apply to my outstanding balance existing as of the effective date as well as to all changes made after that date.
20. **Cancellation.** I can cancel my Account at any time by returning to you my Card, along with a letter requesting that you cancel my Account. You may cancel this Agreement at any time. However, my obligation under this Agreement and any charges made under it prior to cancellation will continue to apply until I have paid you all the money I owe on the Account.
21. **Payment Holiday Option.** At your option, you may not require me to make a Minimum Payment during certain designated billing cycles. If I do not make my Minimum Payment as provided in this Agreement, I understand you will continue to apply Finance Charges to my Account. Beginning with the billing cycle following a payment holiday. I agree that all of the provisions of this Agreement shall apply.
22. **Other Provisions.** Each of us who signed the Application or use the Account is individually and jointly obligated for all payments due under this Agreement. The Account has been applied for, considered, approved and issued in the State of North Carolina and all extensions of credit are being made from the State of North Carolina. I agree that this Agreement shall be governed by and interpreted under North Carolina and Federal law. If any part of this Agreement is not valid, all other parts will remain enforceable.
23. **Automatic Payment Option.** If I have requested the Automatic Payment Option, all Minimum Payments due will automatically be deducted from my designated checking account balance on my Payment Due Date. If my checking account does not contain sufficient funds on my Payment Due Date, no automatic deduction of the Minimum Payment will be made and you will bill me for the Minimum Payment Due.
24. **Liability for Unauthorized Use.** I may be liable for the unauthorized use of my Card if used to access this Account. I will not be liable for any unauthorized use that occurs after I notify you of the loss, theft or possible unauthorized use by phone at 1(855)496-8633 or 1(301)287-3292. In any case, my liability will not exceed \$50.00. I may report a lost or stolen Card by calling 1(855) 496-8633 or 1(301)287-3292.
25. **Billing Rights.** If I think my bill is wrong, or if I need more information about a transaction on my bill, I need to write Bank of Oak Ridge on a separate sheet of paper to P.O. Box 2711 Omaha, NE 68103-2711 as soon as possible. We must hear from you no later than 60 days after we sent you the first bill on which the error or problem appeared. I may telephone you at 1(855)496-8633 or 1(301)287-3292, but doing so will not preserve my rights. I do not have to pay any amount in question during the investigation, but I am still obligated to pay the parts of my bill that are not in question. During the investigation, you cannot report me as delinquent or take any action to collect the amount in question. In my letter, I need to provide the following information:
  - a. My name and account number
  - b. The dollar amount of the suspected error
  - c. Describe the error and explain, if I can, why I believe there is an error. If I need more information, I can describe the item I am unsure about.
26. **Acceptance of Terms.** Use of my Card constitutes acceptance of all terms and conditions contained herein.