

SOURCES OF HELP FOR MILITARY CONSUMERS

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MILSPOUSE MONEY MISSION

★ HOW TO FILE A COMPLAINT

- Save all purchase-related paperwork. Include copies of receipts, repair orders, warranties, canceled checks, contracts and any letters to or from the company.
- If you have a problem:
 1. Contact the business — start with the salesperson with whom you dealt or the manager. Clearly and calmly describe the problem and the action you would like them to take. Document their response in writing.
 2. Contact the company president or a representative of the manufacturer. Use the Sample Complaint Letter. Send it by certified mail, return receipt requested.
 3. Contact industry trade associations.
 4. Contact local and state consumer advocates for further assistance. Don't give up until you are satisfied. Use the quick resource list on the next page for consumer protection contacts.
- For additional assistance with any of these steps, visit with a financial counselor on your installation.

Sample Complaint Letter



Describe the purchase. Include the name of product and serial number. Include the date and place of purchase.

State the problem. Give the history.

Ask for specific actions. Include copies of documents.

Allow time for action. State how you can be reached.

Keep copies of all of your letters, faxes, emails and related documents.

Your Address
Your City, State, Zip
Date

Name of Contact Person if available
Title, if available
Company Name
Consumer Complaint Division (if you have no specific contact)
Street Address
City, State, Zip Code

Dear (Contact Person),

Re: (Account Number, if applicable)

On (date), I (bought, leased, rented or had repaired) a (name of product with serial or model number or service performed) at (location and other important details of the transaction).

Unfortunately, your product (or service) has not performed well (or the service was inadequate) because (state the problem). I am disappointed because (explain the problem: for example, the part does not work properly, the service was not performed correctly, I was billed the wrong amount, something was not disclosed clearly or misrepresented, etc.).

To resolve the problem, I would appreciate (state the specific action you want – money back, a refund of my purchase, you repair my item, an exchange for working item, etc.). Enclosed are copies (do not send originals) of my records (include receipts, guarantees, warranties, canceled checks, contracts, model and serial numbers and any other documents).

I look forward to your reply and resolution of my problem and will wait until (set a time limit) before seeking help from a consumer-protection agency with a Better Business Bureau. Please contact me at the address or by phone at (home and/or office numbers with area code).

Sincerely,
(Your Name)

Enclosures(s)

Get Your Name Off Solicitation Lists

Type of Solicitation

Phone calls

Contact

National Do Not Call Registry donotcall.gov
1-888-382-1222

Other Information

You can file a complaint about solicitation calls after your number has been on the list for 31 days.

How To File A Complaint About A Sales Call

If you believe a sales call is in violation of the Federal Trade Commission rule and want to file a complaint, you can use one of the following sites:

Federal Trade Commission: ftccomplaintassistant.gov

Federal Communications Commission:
fcc.gov/complaints or 1-888-225-5322

National Do Not Call Registry: donotcall.gov

Protect Your Personal Information

- Guard your Social Security number.
- Sign credit/debit cards when they arrive.
- Carry only the cards you need.
- Keep your PIN secret.
- Avoid obvious passwords.
- Store personal information in a safe place at home and at work.
- Do not give card numbers to strangers.
- Watch out for "shoulder surfers."
- Keep your receipts.
- Destroy documents that contain account information (when no longer needed).
- Protect your mail.
- Pay attention to your billing cycles and check statements against receipts.
- Check your credit report once a year.

Practice Online Security

- Protect your personal information online.
- Know whom you are dealing with and do not give out personal information.
- Use anti-virus and anti-spyware software and a firewall, and update these programs regularly.
- Use strong passwords and keep them private.
- Back up important files securely.
- Be careful using public wireless networks (Wi-Fi).
- Lock and password-protect your laptop, tablet, smartphone and mobile devices.

Websites For Consumers

The Consumer Action Handbook: usa.gov/handbook

Consumer Protection

DoDFINRED: finred.usalearning.gov/Consumer-Protections

Better Business Bureau: bbb.org

Consumer Financial Protection Bureau: consumerfinance.gov

Consumer safety tips: consumer.gov

Consumer Reports: consumerreports.org

Federal Trade Commission: ftc.gov

Free annual credit reports: annualcreditreport.com

Internet Crime Complaint Center: ic3.gov

Emergency Financial Assistance

American Red Cross: redcross.org

Army Emergency Relief (AER): armyemergencyrelief.org

Navy-Marine Corps Relief Society (NMCRS): nmcrs.org

Air Force Aid Society (AFAS): afas.org

Coast Guard Mutual Assistance (CGMA): cgmahq.org

Protect Your Credit

Check each of your three major credit reports at annualcreditreport.com. Effective October 31, 2019, Service members will be able to request free credit monitoring services from the nationwide credit reporting agencies, under certain conditions.

Equifax: equifax.com

Experian: experian.com

TransUnion: transunion.com