

# Error Spotting & Dispute Checklist

## Why This Worksheet Matters

Your credit report isn't just a formality—it directly affects the cost of your loans and even whether you're approved at all. A single error, like a duplicate account or misreported late payment, can drag down your score and cost you thousands over the life of a mortgage or auto loan.

That's why this worksheet is important. It guides you through three steps: first, spot common reporting errors; second, track your disputes with each bureau; and third, use a dispute letter template to take action quickly.

By using this worksheet, you'll ensure no detail gets overlooked, you'll save time organizing your responses, and you'll build a clear paper trail if you ever need to escalate a dispute. Accurate credit reports mean fairer loan terms, lower interest rates, and better financial opportunities.

## Section 1: What to Look for on Your Credit Report

Use this checklist when reviewing your credit report to spot common reporting errors.

Error Type	Why It Matters	Check/Notes
Duplicate account	Inflates your debt-to-credit ratio	
Closed account showing as open	May lower your score by appearing active	
Incorrect balance reported	Affects utilization ratio	
Payment marked late incorrectly	Hurts payment history	
Wrong credit limit	Distorts utilization calculation	

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Account not yours	Could indicate identity theft	
Outdated negative item	Should be removed after 7 years	

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## Section 2: Dispute Tracker

When you file a dispute, each credit bureau has 30–45 days to investigate and respond. Keeping a clear log ensures you know when you filed, how you filed, and what outcome was reached. Always keep copies of your dispute letters and any supporting documents in case you need to follow up or escalate.

Bureau	Error/Account	Date Disputed	Resolution Date	Notes/Outcome/Method

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## Section 3: Sample Dispute Letter

Use this template when drafting a credit report dispute letter. Replace the placeholders with your own details.

[Your Name]

[Your Address]

[City, State ZIP]

[Date]

[Credit Bureau Name]

[Address]

Re: Credit Report Dispute

Dear Sir or Madam,

I am writing to dispute the following information in my credit file.

The item I dispute is [describe account/item]. This information is inaccurate because [explain why].

Please investigate this matter and remove or correct the disputed item as soon as possible.

I have attached copies of supporting documents.

Sincerely,

[Your Name]

[Signature]