



# 2018 STOP PAYMENT REQUEST ORDER FOR CHECKS AND ACH ENTRIES

Financial Institution Name: \_\_\_\_\_ (“the Financial Institution”)

On the terms and conditions set out below, the undersigned account holder hereby instructs the Financial Institution to stop payment on the transaction(s) indicated below:

<input type="checkbox"/> ACH/ELECTRONIC CHECK	<input type="checkbox"/> CHECK/SHARE DRAFT/PAPER DRAFT
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<input type="checkbox"/> Written Request	<input type="checkbox"/> Renewal
<input type="checkbox"/> Verbal Request	<input type="checkbox"/> Cancellation (*initial below)

Today's Date: \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.

Account No.: \_\_\_\_\_

Account Name: \_\_\_\_\_

Expected Clearing Date(s): \_\_\_\_\_

Account Type: <input type="checkbox"/> Checking	<input type="checkbox"/> Savings
<input type="checkbox"/> Consumer	<input type="checkbox"/> Corporate

Payable To/Originator (“the Company”): \_\_\_\_\_ Amount: \_\_\_\_\_

Check Serial Number(s): \_\_\_\_\_

*Provide check serial numbers for POP, RCK, ARC, and BOC ACH Debits, and Check/Share Drafts or Paper Drafts.*

Reason for Stop Payment: \_\_\_\_\_

Select **one** of the following Stop Payment types:

- Stop a Single Entry       Stop Multiple Entries       Stop All Future ACH Debits (Consumer ACH Only)

1. Single Entry means stopping one check to a payee or stopping a Single-Entry debit from an Originator. Can be used for consumer and/or commercial Entries.
2. Multiple Entries means stopping more than one check to the same payee or stopping more than one debit from the same Originator (but not ALL future debits from that Originator). Can be used for consumer and/or commercial Entries.
3. If this Stop Payment Order instructs the Financial Institution to stop all future ACH debits pursuant to a specific authorization involving a specific Originator, account holder should initial here to indicate that they have contacted the Company to revoke the authorization: \_\_\_\_\_

**A fee of \$ \_\_\_\_\_ will be assessed to the account holder as payment for implementing this order.**

**\*If cancelling prior stop payment request, initial here: \_\_\_\_\_ Original stop payment was placed on \_\_\_\_\_ (date).**

I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS BELOW. I FURTHER DEPOSE AND SAY THAT THE TRANSACTION(S) DESCRIBED ABOVE WAS NOT ORIGINATED WITH FRAUDULENT INTENT BY ME OR ANY PERSON ACTING IN CONCERT WITH ME, AND THAT THE SIGNATURE BELOW IS MY OWN PROPER SIGNATURE. I CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT.

_____	_____	_____	_____
Date	Account Holder Signature	Print Name	Phone Number

_____	_____	_____
Date	Financial Institution Representative	Print Name

## STOP PAYMENT TERMS AND CONDITIONS

By directing the Financial Institution to stop payment on the above transaction(s), the account holder agrees that the Financial Institution is not obligated to honor a stop payment request that does not contain accurate information provided in a timely manner. The account holder understands that it is necessary to provide the correct information related to the transaction, and that a failure to do so may result in the payment of the above item. The account holder agrees to hold harmless and indemnify the Financial Institution for all expenses, costs, and damages incurred by payment of the above item if such payment is the result of failure of the account holder to furnish any item of information requested above completely, accurately, and correctly, according to the time requirements noted below. If required, oral stop payment orders will cease to be binding after 14 calendar days unless written confirmation is provided to the Financial Institution by the account holder within that 14 day period.

### Additional Terms and Conditions for Stop Payments of ACH/Electronic Check Items Affecting Consumer Accounts

This stop payment order shall remain in effect until the earlier of (1) the withdrawal of the stop payment order by the account holder, or (2) the return of the debit Entry, or, where a stop payment order is applied to more than one debit Entry under a specific authorization involving a specific Company, the return of all such debit Entries. For PPD Entries, IAT Entries, recurring TEL Entries, and recurring WEB Entries: Three Banking Days advance notice prior to the expected transfer date of the debit Entry is required to implement the stop payment request. If the stop payment order is received within three Banking Days of the expected transfer date, the Financial Institution will attempt to satisfy the request of the account holder but will not be held liable if sufficient time was not provided. For ARC Entries, Single-Entry TEL, Single-Entry WEB, RCK Entries, POP Entries, and BOC Entries: The stop payment request must be provided to the Financial Institution in such a time and in such a manner as to allow the Financial Institution reasonable time to act on the request prior to acting on the debit Entry.

### Additional Terms and Conditions for Stop Payments of ACH/Electronic Check Items Affecting Non-Consumer Accounts

The stop payment order will remain in effect until the earlier of (1) the withdrawal of the stop payment order by the Receiver; (2) the return of the debit Entry; or (3) six months from the date of the stop payment order, unless it is renewed in writing. The stop payment order must be provided to the Financial Institution at such time and in such manner as to allow the Financial Institution a reasonable opportunity to act upon the stop payment order prior to acting on the debit Entry.

### Additional Terms and Conditions for Stop Payments of Check/Share Draft/Paper Draft Items

A stop payment order is effective for six months and may be renewed for additional six-month periods by written request to the Financial Institution within the period during which the stop payment order is effective. The stop payment request must be provided to the Financial Institution in such a time and in such a manner as to allow the Financial Institution reasonable time to act on the request prior to acting on the item.

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