

STOP PAYMENT ORDER FOR CHECKS & ACH ENTRIES

TRANSACTION TYPE: ACH/ELECTRONIC CHECK CHECK/SHARE DRAFT PAPER DRAFT

WRITTEN REQUEST RENEWAL FOR ANOTHER 6 MONTHS VERBAL REQUEST

FOR VERBAL REQUESTS ONLY: VALID FOR ONLY 14 DAYS. DATE ACCOUNT HOLDER CALLED ___/___/___ & DATE STOP PAYMENT REQUEST WILL BE SENT TO YOU FOR SIGNATURE AND MUST BE SIGNED AND RETURNED BY SPECIFIED DATE.

Today's Date: _____ Time: A.M. P.M.
Account Number: _____ Account Type: Checking/Share Draft Savings/Share
Account Name: _____ Expected Clearing Date: _____
Payable to: _____ Transaction Amount: _____
Reason for Stop Payment: _____

FOR CHECK /SHARE DRAFTS, PAPER DRAFTS, POP, RCK AND ARC DEBITS (I.E. ELECTRONIC CHECK/ACH CHECK TRUNCATION) CHECK SERIAL NUMBER (S): _____ TO _____

STOP PAYMENT TERMS & CONDITIONS

On the terms hereinafter set out, the undersigned account holder hereby instructs _____ (FI Name), hereinafter called "the Financial Institution", to stop payment on the above transaction.

The stop payment order shall remain in effect for a) six (6) months; b) until written notice is received from the account holder to revoke the stop payment order, or c) until payment of the entry has been stopped, whichever occurs first. The account holder may renew this request after the six-month period has expired by completing a new "Stop Payment Request" form. **For ACH debits, this order is effective for a one-time stop payment only, and is stopping one transaction only. This will NOT stop future recurring debits.**

By directing the financial institution to stop payment on the above transaction, the account holder agrees to hold the financial institution harmless against any and all loss, claims, damage and costs, including court costs and attorney's fees, that the financial institution may suffer or incur by reason of non-payment of the above transaction if presented prior to withdrawal of these instructions or renewal thereof.

The account holder understands that the stop payment request must be received in time to give the financial institution reasonable time to act upon it.

Check/Share Draft, Paper Draft, Accounts Receivable Entries (ARC), Point-of-Purchase (POP), Corporate Trade Exchange, (CTX), Cash Concentration or Disbursement(CCD), Represented Check Entries (RCK), Internet Initiated-Single Entry Only (WEB) and Telephone Initiated (TEL) Debits: 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 a reasonable time to act on the request prior to acting on the paper item or ACH debit entry _____ (account holder initials).

All other ACH Debit Items (PPD, WEB-Recurring Entry Only, etc.): Three 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 request is received after the aforementioned dates, 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 _____ (account holder initials).

The account holder also understands that it is necessary to provide the correct information, and that a failure to do so may result in 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 (such as check serial number, amount, etc.) requested above completely, accurately and correctly.

A charge, as reflected below, will be assessed to the account holder as payment for implementing this stop payment request.

FEE ASSESSED: \$ _____

I FURTHER DEPOSE AND SAY THAT THE DEBIT TRANSACTION 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 UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Date: _____ **Account Holder Signature:** _____ **Print Name:** _____

Date: _____ **Financial Institution Representative:** _____ **Print Name:** _____
COPY 1: FINANCIAL INSTITUTION/ACH DEPARTMENT COPY 2: ACCOUNT HOLDER

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Note: In general terms, stop payment requests should not be placed on entries that have already posted. Refer to ACH Rules Book 2002, pages OR 19-20.

DEFINITION OF ITEMS

ACH-An ACH debit is an electronic transaction to an account that has been preauthorized by the account holder. It may be a one-time debit or a recurring debit.

When placing a stop payment on a recurring ACH transaction, you are stopping one payment only, but future debits may continue to be posted (if you wish to stop payment on all future transactions, you must contact the Originator).

The stop payment return reason code is R08 for all ACH items except RCK entries, which is R52.

See the explanations below for other unique circumstances.

ELECTRONIC CHECK TRANSACTIONS:

Point-of-Purchase (POP) – This is an ACH debit that was authorized at the Point of Purchase. The account holder produced a check for payment, which the retailer then scanned to obtain account information. The account holder was then provided with an authorization to sign, and a copy of the authorization was returned to the account holder with the voided check. The funds were then withdrawn from the account as an ACH debit transaction. See the ACH Rules Book 2002 for return deadlines, page OG 163-(R08).

Represented Checks (RCK) – This is a paper check that has been returned for NSF or uncollected funds through regular check clearing channels. The check has now been re-presented as an ACH debit. You may return this as a stop payment (R52) for up to 60 days after the ACH debit has cleared the account only if a stop payment was previously posted on the paper item that relates to the ACH debit. See the ACH Rules Book 2002 for return deadlines, page OG 159.

Accounts Receivable Check (ARC) – This is a paper check that was sent through the mail as payment for goods or services, which has now been converted to an ACH debit due to an agreement between the account holder and the originator of the ACH debit. You may return this as a stop payment for up to 60 days after the ACH debit has cleared the account only if a stop payment was previously posted on the paper item to which the ACH debit relates. See the ACH Rules Book 2002 for return deadlines, page OG 170 (R08).

Internet Initiated Entries (WEB) – This is an ACH debit that was authorized over the Internet. See the ACH Rules Book 2002 for return deadlines, page OG 182 (R08).

Telephone (TEL) – This is an ACH debit that was authorized over the telephone. See the ACH Rules Book 2002 for return deadlines, page OG 185 (R08).

PAPER CHECK ITEMS:

These items clear through regular check processing channels.

Check/Share Draft – A draft for funds written by an account holder, drawn on a checking or share draft account. This item bears the account holder's signature.

Paper Draft – A paper check that was not written by the account holder but that was authorized by the account holder (i.e. over the phone, etc.). This item does not bear the account holder's signature.