

**STOP PAYMENT REQUEST ORDER**

Today's Date \_\_\_\_\_ Time \_\_\_\_\_ a.m. Account Type: Consumer  
p.m. Corporate  
Account Name \_\_\_\_\_ Contact Phone No. \_\_\_\_\_  
Payable To \_\_\_\_\_ Transaction Amount \$ \_\_\_\_\_  
Expected Clearing Date of Item(s) \_\_\_\_\_ Reason for Stop Payment \_\_\_\_\_  
Account Number \_\_\_\_\_ Check Serial No.(s) \_\_\_\_\_ Date Check(s) Written \_\_\_\_\_  
*If applicable* *If applicable*

**Single ACH Payment (Consumer Account)**

*Terms and Conditions:* On the terms hereinafter set out, the undersigned account holder hereby instructs \_\_\_\_\_ (financial institution), hereinafter called "the Financial Institution," to stop payment on the above transaction. The stop payment order shall remain in effect  
(1) until written notice is received from the account holder to revoke the stop payment order; or  
(2) until payment of the entry has been stopped, which ever occurs first.

**Recurring ACH Entries (Consumer Account): Verify Standard Entry Class Code PPD TEL WEB IAT**

*Terms and Conditions:* On the terms hereinafter set out, the undersigned account holder hereby instructs \_\_\_\_\_ (financial institution name), hereinafter called "the Financial Institution", to stop payment on the above transaction(s).  
The account holder authorized \_\_\_\_\_ (company name) to originate one or more ACH entries to debit funds from the above account,  
(1) but on \_\_\_\_\_ (date), revoked that authorization by notifying \_\_\_\_\_ (company name) in the manner specified in the authorization; or  
(2) will be notifying \_\_\_\_\_ (company name) on \_\_\_\_\_ (date) in the manner specified in the authorization.  
*(Financial Institution check if applicable)* If the Financial Institution checks this box then the account holder agrees to provide the Financial Institution with written confirmation of the revocation with \_\_\_\_\_ (company name) within 14 calendar days from today's date. If the Financial Institution does not receive the required written confirmation, then it will honor subsequent debits to the account.

**One ACH Payment (Corporate Account)**

*Terms and Conditions:* On the terms hereinafter set out, the undersigned account holder hereby instructs \_\_\_\_\_ (financial institution name), hereinafter called "the Financial Institution", to stop payment on the above transaction. The stop payment order shall remain in effect for six months.

**Check**

*Terms and Conditions:* On the terms hereinafter set out, the undersigned account holder hereby instructs \_\_\_\_\_ (financial institution name), hereinafter called "the Financial Institution", to stop payment on the above transaction. The stop payment order shall remain in effect for six months.

A charge, as reflected, will be assessed to the account holder as payment for implementing this order. Fee Assessed \$ \_\_\_\_\_  
By directing the Financial Institution to stop payment on the above transaction(s), the account holder agrees to hold the Financial Institution harmless against any and all loss, claims, damages, 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 expiration thereof. The account holder understands that the stop payment request must be received at least three (3) business days before a scheduled debit(s) or in time to give the Financial Institution reasonable time to act upon it. The account holder also understands that it is necessary to provide the correct information related to the transaction(s) and that failure to do so may result in the payment of the above item(s). 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(s) if such payment is the result of failure of the account holder to meet the time requirements noted above, or if such payment is the result of failure of the account holder to furnish any item of information requested above completely, accurately and correctly.

I am an authorized signer, or otherwise have authority to act, on the account identified in this statement. I attest that the debit above was not originated with fraudulent intent by me or any person acting in concert with me. I have read this statement in its entirety and attest that the information provided on this statement is true and correct.

Date \_\_\_\_\_ Account Holder Signature \_\_\_\_\_ Print Name \_\_\_\_\_

I (account holder) release the Financial Institution from its obligation to stop payment on the above transaction(s).

Date \_\_\_\_\_ Account Holder Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**For Financial Institution Use Only**

Verbal Stop Payment Request Accepted on \_\_\_\_\_ By \_\_\_\_\_  
Signed Stop Payment Request Accepted on \_\_\_\_\_ By \_\_\_\_\_  
Written Confirmation of Revocation Received on \_\_\_\_\_ By \_\_\_\_\_

**WRITTEN STATEMENT OF UNAUTHORIZED DEBIT**

Name \_\_\_\_\_

Account Number \_\_\_\_\_ Amount of Debit \$ \_\_\_\_\_ Date of Debit \_\_\_\_\_

Party Debiting the Account \_\_\_\_\_

**Statement**

I (the undersigned) hereby attest that (i) I have reviewed the circumstances of the above electronic (ACH) debit to my account, (ii) the debit was not authorized, and (iii) the following, to the best of my ability to identify, is the reason for that conclusion:

(Please select the option that best fits your reason for dispute.)

- I did not authorize the party listed above to debit my account. (R10; R05 if CCD/CTX to consumer account.)
- I revoked authorization I had given to the party to debit my account before the debit was initiated. (R07 PPD, TEL and WEB entries only.)
- My account was debited before the date I authorized. (R10)
- My account was debited for an amount different than I authorized. (R10)
- My check was improperly processed electronically (Check one of the following):
  - For ARC, POP and BOC Entries Only*
  - The debit was not properly authorized by the party listed above in accordance with the requirements of the ACH Rules. (R10)
  - The check was ineligible to be initiated as an ARC, POP or BOC entry. (R10)
  - The amount of the ARC, POP or BOC entry was not accurately obtained from the check. (R10)
  - Both the check and ARC, POP or BOC entry to which it relates have been presented for payment. (R37)
  - For RCK Entries Only*
  - The check was ineligible to be initiated as an RCK entry. (R51)
  - Notice was not provided by the party listed above in accordance with the requirements of the ACH Rules. (R51)
  - Signatures on the check to which the RCK entry relates were not authentic or authorized, or the check was altered. (R51)
  - The amount of the RCK entry was not accurately obtained from the check. (R51)
  - Both the RCK entry and the check to which the RCK entry relates have been presented for payment. (R53)
- Other*

**Signature**

I am an authorized signer, or otherwise have authority to act, on the account identified in this statement. I attest that the debit above was not originated with fraudulent intent by me or any person acting in concert with me. I have read this statement in its entirety and attest that the information provided on this statement is true and correct.

Date \_\_\_\_\_ Account Holder Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_ Account Holder Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**For Financial Institution Use Only**

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

Date Returned \_\_\_\_\_