



# STOP PAYMENT REQUEST ORDER FOR CHECKS AND ACH ENTRIES

**TRANSACTION TYPE:**

ACH/Elec. Check     Check/Share Draft     Paper Draft     Verbal Request\*     Written - Original     Written - Renewal

TODAY'S DATE: \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_ DRAFT #: \_\_\_\_\_

DATE DRAFT WRITTEN: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_ PAYEE: \_\_\_\_\_

REASON FOR STOP PAYMENT: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

APT. or SUITE #: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

\* For verbal requests of stop payments, the credit union will provide this form to the account holder for signature. The signed form **must be returned** to the credit union no later than 14 calendar days from the date issued. The verbal stop payment order will cease to be binding after 14 calendar days. ACH stop payments **will not be placed** until the credit union receives this completed form.

## STOP PAYMENT TERMS AND CONDITIONS

On the terms hereinafter set out, the undersigned account holder hereby instructs Trademark Federal Credit Union, hereinafter called "the credit union", to stop payment on the above transaction(s). The stop payment order shall remain in effect for a) six 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 when the six-month period has expired by completing a new Stop Payment Request Order.

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

**Please check only one of the following boxes:**

For PPD entries and recurring WEB entries \_\_\_\_\_ (Account Holder Initial Here)

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 credit union will attempt to satisfy the request of the account holder, but will not be held liable if sufficient time was not provided.

For all other transaction entry types: \_\_\_\_\_ (Account Holder Initial Here)

Check/Share Draft    ARC    CTX    TEL    Single WEB    Paper Draft    CCD    RCK    POP

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

A charge, as reflected at right, will be assessed to the account holder as payment for implementing this order.  **FEE ASSESSED: \$20.00**

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

MEMBER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CU SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Transaction Type Definitions**

**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 or recurring debit. When placing a stop payment on a recurring ACH transaction, you are stopping all future payments. To continue future payments, you must submit a request in writing within a reasonable time period. A **PPD** is a consumer transaction, and **CCD** and **CTX** are corporate transactions. **Electronic Check:**

**Point-of-Purchase (POP)** – an ACH debit that was authorized at the Point of Purchase when the account holder provided a check for the retailer to scan to obtain account information. The account holder signed an authorization, a copy of which was returned to the account holder with the voided check.

**Represented Check (RCK)** – 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.

**Accounts Receivable Check (ARC)** – a paper check sent through the mail as payment for goods or services, was converted to an ACH debit by agreement between account holder and ACH debit originator. **Internet-Initiated Entries (WEB)** – an ACH debit that was authorized over the Internet. These can be single or recurring entries.

**Telephone (TEL)** – This is an ACH debit that was authorized over the telephone. This is a one-time (single) entry.

**Paper Check Items:**

**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 (e.g., over the phone). This item does not bear the account holder's signature.