



## STOP PAYMENT REQUEST

**MEMBER #** \_\_\_\_\_

1. **Item Description**—I request the Credit Union to stop payment on the share draft or check (either referred to hereinafter as “item”), Preauthorized Electronic Fund Transfers (EFT), or Electronic Draft/Check Conversion Transaction described on this request. I warrant that the provided description, including date or scheduled transfer date, its exact amount, the item number, and payee are correct. I understand that the EXACT information is necessary for the Credit Union’s computer to identify the item, transfer, or conversion transaction. If I give the Credit Union the incorrect amount or any other incorrect information, the Credit Union will not be responsible for failing to stop payment.

2. **Electronic Draft/Check Conversion Transaction**—I understand that if I authorize the conversion of an item to an electronic transaction that it will be presented for payment electronically through automated clearinghouse (ACH) processes. Unless the box for Electronic Draft/Check Conversion Transaction located to the right under the “Type of Transaction” section is marked, I warrant that the item upon which I am requesting to stop payment is not an Electronic Draft/Check Conversion Transaction. I understand that the Credit Union will not stop payment on an item if it is processed as an Electronic Check Conversion Transaction and I have not indicated that above.

3. **Preauthorized Electronic Fund Transfers**—I understand that a request to stop the payment of a single Preauthorized Electronic Fund Transfer will only apply to the transfer indicated on the right. If I wish to stop recurring Preauthorized Electronic Fund Transfers, such requests will apply to all subsequent transfers, unless I withdraw the request.

4. **Postdated Items**—If this is a Postdated Item Notice, as indicated above, I hereby request the Credit Union to stop payment on the item indicated to the right if presented for payment prior to the date of the item. The Postdated Item Notice is subject to all terms and conditions for Stop Payment Requests.

5. **Stop Payment Requests**—I agree that the Credit Union will not be responsible for stopping payment unless my Stop Payment Request is received by the Credit Union: a) within a reasonable time for the Credit Union to act on my request prior to final payment or similar action; or b) at least three (3) business days before the scheduled date of a Preauthorized Electronic Fund Transfer. I understand that my Stop Payment Request is conditional and subject to the Credit Union’s verification that the item has not already been paid or that some other action to pay the item has not been taken. I further understand that my Stop Payment Request will be subject to the following limitations: a) an oral stop payment request (if permitted by the Credit Union) is effective for a period of 14 days from the date of this request; and b) for share drafts or checks, a written request is effective for a period of six (6) months from the date of this request unless I withdraw this request or renew the request in writing for additional periods; I also agree to notify the Credit Union promptly upon the issuance of any duplicate item which replaces the item subject to this request or upon return of the original item. I agree to pay the Credit Union a stop payment fee for each request as set forth above.

6. **Indemnification**—I agree to indemnify and hold the Credit Union harmless from all costs, including attorney’s fees, (to the extent permitted by law) damage or claims related to the Credit Union’s action in refusing payment of the item, including claims of any joint owner, payee, or endorsee, or in failing to stop payment of any item as a result of incorrect information provided by me.

7. This Stop Payment Request is subject to the Uniform Commercial Code as adopted by the state where the Credit Union’s main office is located, to automated clearinghouse rules, to other local clearinghouse rules, and to the Electronic Fund Transfers Act, as applicable.

Member Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Transaction:

- Draft/Check
- Electronic Draft/Check Conversion Transaction
- Single Preauthorized Electronic Fund Transfer
- Recurring Preauthorized Electronic Fund Transfers

Date of ACH/Draft: \_\_\_\_\_

Postdated Item

Amount: \_\_\_\_\_

Payable to: \_\_\_\_\_

Company ID, if ACH: \_\_\_\_\_

OFI R/T, if ACH: \_\_\_\_\_

Serial Number(s), if Draft: \_\_\_\_\_

**\$20 Service Fee**

ACCOUNT OWNER SIGNATURE

DATE

**X**

**INTERNAL USE ONLY**

Verbal Stop Payment Request (14 Days):

Date/Time: \_\_\_\_\_

Received by: \_\_\_\_\_

Signed Stop Payment Request (6 Months):

Date/Time: \_\_\_\_\_

Received by: \_\_\_\_\_