



# Stop Payment Form

Check, ACH/Electronic Check, & Drafts

**\*Important\*** - In order to be effective, stop payment orders must be received in time to give us a reasonable opportunity to act on it, and it should precisely identify the number, date, the amount of the item, and who it is payable to. We cannot accept liability for failure to honor the stop payment if the check is cashed today by First State Bank of Bedias teller, has already been paid, or if any information you have provided us is incorrect. We strongly suggest you open a new checking account if the stop payment is fraud related.

Date of Request: \_\_\_\_\_

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

Payee/Originator: \_\_\_\_\_

Check # (If applicable): \_\_\_\_\_ Item Date: \_\_\_\_\_ Amount: \_\_\_\_\_

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

Will Check be Reissued?  Yes  No If yes, **NEW** check #: \_\_\_\_\_

### Type of Transaction (Check one):

ACH/Electronic Check

Check/Share Draft/Paper Draft

**I would like the above payment stopped one time.**

The ACH stop payment will remain in effect (1) for six months from the date of the stop payment order, (2) until one payment of the debit entry has been stopped, or (3) until the Receiver withdraws the stop payment order, whichever occurs earliest.

**I would like to stop payment on the above mentioned transaction and all subsequent payments matching this criteria.**

I understand that this stop payment order applies only to the specific criteria listed above and is effective for a period of six months. I understand to prevent from posting to my account after the expiration of this stop payment order I must (1) revoke the authorization with this company in the manner specified in the authorization or (2) renew this stop payment order.

The ACH stop payment will remain in effect (1) for six months from the date of the stop payment order, or (2) until the Receiver withdraws the stop payment order, whichever occurs earliest.

### Stop Payment Terms and Conditions

I (the owner of the account number listing above) hereby instruct (financial institution) to stop payment on the above transaction(s). It is my understanding that this stop payment order will expire no later than six months from the date of the stop payment order. I understand that I may renew this request when the six-month period ends by completing a new Stop Payment Request Order. I understand that placing a stop payment order on a recurring ACH transaction will not cancel my authorization with the merchant. It is understood that by placing this Stop Payment Request on the transaction(s) listed above that 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.

**Timing of Stop Payment Order**

I understand a stop payment order must be received in time to allow the institution a reasonable opportunity to act on it prior to acting on the debit entry and for some ACH debits, the order must be received at least three banking days prior to the scheduled date of the transfer. To be effective, the stop payment order must also sufficiently identify the payment. If the order is accepted orally and notice is given that a written confirmation is required, the written confirmation must be received within fourteen (14) days of the oral order. Properly signed Stop Payment Orders are effective for 6 months after the date received and will automatically expire after that period unless renewed in writing. With respect to ACH debits, the institution and the undersigned agree to abide by the ACH Rules and regulations regarding Stop Payment Orders.

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**AUTHORIZED SIGNATURE:**

I request First State Bank of Bedias to stop payment on the check(s) or ACH items listed above. I agree to hold First State Bank of Bedias harmless for the amount of the check and any loss, cost and/or expense incurred by reason of the bank refusing payment. First State Bank of Bedias is not liable for payment contrary to this request if done through inadvertence, accident or otherwise lack of good faith or failure to exercise due care, or by reason of payment other items drawn on the account are returned insufficient. First State Bank of Bedias' liability for payment contrary to this order shall in no event exceed the amount of the check.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

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**RELEASE OF STOP PAYMENT**

I request First State Bank of Bedias to release Stop Payment on the above item.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

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**FSBB Use Only:**

Verbal Request Rec'd Date: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_

Written Request Rec'd Date: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_

Stop Payment Fee:  Waived  Applied (\$20.00)

## STOP PAYMENT RULES & REGULATIONS - CONSUMER

To ensure all future payments are stopped the merchant must be contacted to revoke authorization for recurring transactions. A Written Statement Under Penalty of Perjury must be completed prior to returning an entry as R07 (authorization revoked).

### \*\*NACHA RULES:

Article Eight, Section 8.4, page OR27

#### **Stop Payment Affecting Consumer Accounts**

For all entries except ARC, BOC, RCK, POP, Single-Entry WEB, and TEL entries, a Receiver may stop the payment of a debit entry initiated or to be initiated to a Consumer Account of the Receiver by providing either verbal or written notification to the RDFI at least three banking days before the scheduled date of the transfer. An RDFI may honor a stop payment order received within the three-banking-day limit prescribed above, and, if it honors such a request, the RDFI has no resultant liability or responsibility to any Originator, ODFI, or other person having any interest in the entry. For ARC, BOC, RCK, POP, Single-Entry WEB, and TEL entries, the stop payment order must be provided to the RDFI at such time and in such manner as to allow the RDFI a reasonable opportunity to act upon the stop payment order prior to acting on the debit entry. The RDFI may require that written confirmation of a verbal stop payment order be made within 14 days of a verbal stop payment order, provided that the RDFI notifies the Receiver of this requirement and provides an address to which the written confirmation should be sent at the time the verbal order is provided. If the RDFI requires written confirmation, the verbal stop payment order will cease to be binding after 14 days. A Receiver may withdraw a stop payment order by providing written notice to the RDFI. A stop payment order will remain in effect (1) for six months from the date of the stop payment order, (2) until payment of the debit entry has been stopped, or (3) until the Receiver withdraws the stop payment order, whichever occurs earliest.

### \*REG E RULES:

205.10 Preauthorized transfers

#### **(c) Consumer's right to stop payment**

(1) Notice. A consumer may stop payment of a preauthorized electronic fund transfer from the consumer's account by notifying the financial institution orally or in writing at least three business days before the scheduled date of the transfer.

(2) Written confirmation. The financial institution may require the consumer to give written confirmation of a stop-payment order within 14 days of an oral notification. An institution that requires written confirmation shall inform the consumer of the requirement and provide the address where confirmation must be sent when the consumer gives the oral notification. An oral stop-payment order ceases to be binding after 14 days if the consumer fails to provide the required written confirmation.

### **REG E INTERPRETATION:**

10(c) Consumer's right to stop payment.

1. Stop-payment order. The financial institution must honor an oral stop-payment order made at least three business days before a scheduled debit. If the debit item is resubmitted, the institution must continue to honor the stop-payment order (for example, by suspending all subsequent payments to the payee-originator until the consumer notifies the institution that payment should resume).

2. Revocation of authorization. Once a financial institution has been notified that the consumer's authorization is no longer valid, it must block all future payments for the particular debit transmitted by the designated payee-originator. (However, see comment 10(c)-3.) The institution may not wait for the payee-originator to terminate the automatic debits. The institution may confirm that the consumer has informed the payee-originator of the revocation (for example, by requiring a copy of the consumer's revocation as written confirmation to be provided within 14 days of an oral notification). If the institution does not receive the required written confirmation within the 14-day period, it may honor subsequent debits to the account.

3. Alternative procedure for processing a stop-payment request. If an institution does not have the capability to block a preauthorized debit from being posted to the consumer's account – as in the case of a preauthorized debit made through a debit card network or other system, for example-the institution may instead comply with the stop payment requirements by using a third party to block the transfer(s), as long as the consumer's account is not debited for the payment.

## STOP PAYMENT RULES AND REGULATIONS – CORPORATE

### \*\*NACHA RULES:

Article Eight, Section 8.5, page OR28

#### **Stop Payment Affecting Non-Consumer Accounts**

A Receiver may order its RDFI to stop the payment of any debit entry initiated or to be initiated to a non-Consumer Account of the Receiver. The stop payment order must be provided to the RDFI at such time and in such manner as to allow the RDFI a reasonable opportunity to act upon the stop payment order prior to acting on the debit entry. The RDFI is obligated to comply with a verbal stop payment order only for a period of fourteen calendar days unless the order is confirmed in writing within that 14-day period. A written stop payment order is effective for six months unless it is renewed in writing.