

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 known *If applicable* *If applicable*

Terms and Conditions: On the terms hereinafter set out, the undersigned account holder hereby instructs Western Sun Federal Credit Union (financial institution name), hereinafter called "the Financial Institution", to stop payment on the below transaction(s).

One ACH Payment (Consumer Account)

The stop payment order shall remain in effect until the earlier of:

- (1) Written notice being received from the account holder to revoke the stop payment order; or
- (2) The return of the debit entry.

Recurring ACH Payment (Consumer Account) (Recurring PPD, TEL, WEB or IAT ONLY)

The account holder authorized _____ (company name), hereinafter called "the Company", to originate one or more ACH entries to debit funds from the above account.

(A) On _____ (date), the account holder revoked that authorization by notifying the Company.

The stop payment order shall remain in effect until the earlier of:

- 1) Written notice being received from the account holder to revoke the stop payment order; or
- 2) The return of all debit entries.

One ACH Payment (Corporate Account)

The stop payment order shall remain in effect until the earlier of:

- (1) Written notice being received from the account holder to revoke the stop payment order;
- (2) The return of the debit entry; or
- (3) Six months from the date of the stop payment order, unless it is renewed in writing.

Check

The stop payment order shall remain in effect for fourteen days with verbal authorization or six months with written authorization.

A charge, as reflected, will be assessed to the account holder as payment for implementing this order. Fee Assessed \$ 20.00

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 _____

SEC Codes – Definitions and time frame needed to execute stop payment orders

Consumer

- PPD Prearranged payments and deposits, most often on a recurring basis (payroll, bill payments)
At least three banking days' notice
- RCK Single debits used to represent check that was processed and returned due to lack of funds
At least three banking days' notice
- TEL Single debits authorized via telephone
Within a reasonable time to act upon the request, at least two banking days' notice
- WEB Single or recurring debits authorized via Internet
At least three banking days' notice

Corporate

- CCD Credits or debits where funds are distributed or consolidated between corporations
Within a reasonable time to act upon the request, at least two banking days' notice
- CTX Corporate Trade Exchange
Within a reasonable time to act upon the request, at least two banking days' notice

Both Consumer and Corporate

These codes can be used on either consumer or corporate accounts.

- ARC Single debits based on a check received through U.S. mail or dropbox
Within a reasonable time to act upon the request, at least two banking days' notice
- BOC Allows creation of single debits for a point-of-purchase check during back office conversion
Within a reasonable time to act upon the request, at least two banking days' notice
- IAT Cross-border debits and credits
Within a reasonable time to act upon the request, at least two banking days' notice
- POP Debit for in-person purchase of goods or services
Within a reasonable time to act upon the request, at least two banking days' notice