

# Stop Payment Order on Owner or Official Check/EFT/ACH



P.O. Box 9002  
West Jordan, UT 84084  
PH: 801-260-7600  
TF: 800-929-7787  
www.cypruscu.com

## This Request for a Stop Payment Order on a Check/EFT/ACH was Taken

For Owner Check    For EFT/ACH    For Official Check    Order taken in person    Order taken by phone\*\*    Order taken online

Date \_\_\_\_\_ Time \_\_\_\_\_  am  pm    Cancel/Revoke Order    Renew for another 6 months   Fee \_\_\_\_\_

## Owner Information

Owner 1 Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Account No. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email Address \_\_\_\_\_ Driver's License - State, Number & Issue and Exp. Date \_\_\_\_\_

## Information about the Check(s) to Be Stopped

Check Number(s) \_\_\_\_\_ Amount of Check(s) \_\_\_\_\_ Date(s) of Check(s) \_\_\_\_\_

Name(s) of Payee(s) \_\_\_\_\_ Reason (Optional) \_\_\_\_\_

## Information about the EFT/ACH to Be Stopped

Amount of EFT/ACH \_\_\_\_\_ Transaction/Item Date \_\_\_\_\_ Reason (Optional) \_\_\_\_\_

Name(s) of Payee(s) \_\_\_\_\_

Stop EFT/ACH one time only    Stop all future EFT/ACH payments    Expiration Date \_\_\_\_\_    Indefinite

## Additional Facts, Information or Comments about the Stop Payment Order on Check(s)/EFT/ACH (Optional)

## Terms and Conditions Applicable to this Stop Payment Order

The owner requests that the credit union stop payment on and return the above described check(s)/EFT/ACH entries.

### Owner Acknowledges:

- This Stop Payment Order IS NOT EFFECTIVE if a check, item, EFT or ACH entry already has been paid or if this Stop Payment Order is received by our credit union at a time or in a manner that does not afford us a reasonable opportunity to act on the Stop Payment Order.
- A Stop Payment Order for a check received on the day a check or an item arrives at our credit union for payment may not afford us a reasonable opportunity to act on the Stop Payment Order. A Stop Payment Order for a preauthorized EFT or ACH draft must arrive at least three (3) business days preceding the scheduled date of the EFT or ACH entry. Otherwise we will not be responsible for stopping payment. Stop Payment Orders cannot be made for any point of sale EFT, cashier or certified check of any payment guaranteed by the credit union.
- Errors and/or omissions in the information provided or description of the check, item, EFT or ACH entry in this Stop Payment Order may prevent us from stopping payment of the check, item, EFT or ACH entry.
- For checks, this Stop Payment Order is effective for six (6) months from the date the Stop Payment Order initially is placed. If the Stop Payment Order is not renewed, a check or item may be paid and cannot (with few exceptions) be returned thereafter. For ACH items, if this stop payment order has no expiration date, by signing below you certify that you have notified the originator that its authority to debit your account has been revoked. For ACH items, a stop payment order will remain in effect until you cancel it.
- To cancel an order for a check, or revoke an order for an ACH, you agree that we may require you to confirm your request in writing and/or with your signature, which may be accomplished with this order form and the Cancel Order box above. Additionally the cancellation of an order may require the payment of a fee as stated in the Rate and Fee disclosures. You understand that the cancellation of a Stop Payment Order is not effective until we have had a reasonable opportunity to act on the cancellation of the order.

\*\* Phone Stop Payment Orders must be confirmed by you in writing and received by our credit union within fourteen (14) calendar days to remain in effect.

I agree to pay a fee for this Stop Payment Order as specified in your current "Our Rates & Service Charges."

**Notice—Your Check May Be Converted to an EFT:** In some circumstances, a person, merchant or other organization can convert your check and/or check information to an electronic fund transfer (EFT) that may or may not contain the check number shown on this Stop Payment Order. You understand that we as your credit union are not in control of this conversion process, and that the conversion of your check to an electronic fund transfer may result in a check or item being paid even though you have requested us to stop payment on the check. You should examine your account statement promptly and carefully, and notify us immediately in the event you believe a check, draft, item or electronic fund transfer that was paid or debited against your account is unauthorized.

Owner 1 Signature \_\_\_\_\_

OFFICE USE ONLY	CU Employee Name _____	ID Number _____	Statement Date _____	<input type="checkbox"/> Reviewed