

# Stop Payment Order on Customer Check

Customer Check • Nonpayment • Stop Payment

## This Request Taken 1

Date	Time	am	pm	Request taken in person	Request taken by phone/internet **
				Date this Order was mailed/e-mailed to Customer	

## Customer-Drawer Information 2

Name	Account No.	
Address	Employer	
City/State/ZIP	Emp. Address	
Home Phone	Work Phone	ID
E-Mail Address	Other	

## Joint Account Owner Information (Optional) 3

Name	E-Mail Address	
Address	Employer	
City/State/ZIP	Emp. Address	
Home Phone	Work Phone	ID

## Information About the Check to Be Stopped 4

Check Number	Amount of Check	Date of Check	Name of Payee	Reason (Optional)
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## Additional Facts, Information or Comments (Optional) 5

## Conditions Applicable to this Stop Payment Order 6

**Customer-Drawer Acknowledges:**

- This Stop Payment Order IS NOT EFFECTIVE if the check or item already has been paid or if this Order is received by the financial institution at a time or in a manner that does not afford the financial institution a reasonable opportunity to act on the order.
- Orders received on the day a check or an item arrives at the financial institution for payment ordinarily do not afford the financial institution a reasonable opportunity to act on the order.
- Errors in the information provided or description of the check or item will void this Order, and prevent the stop payment from taking effect.
- This Stop Payment Order is effective for six (6) months from the date the order initially is placed, and if not renewed, the check or item may clear and be charged to the account after that time.

\*\* Phone orders must be confirmed in writing and received by the financial institution within fourteen (14) days to remain in effect.

**Notice: Checks sometimes get converted to electronic presentment medium, and the electronic presentment may not contain the check number shown on this Order. This may result in the check or item being paid. You must examine your account statements carefully and notify the financial institution upon discovery that the check or item described here was converted to an electronic presentment medium and cleared the account. Failure to report a check or an item promptly after the check or item first appears on a statement will result in the loss of the right to recover the amount of the check or item. A \$26.00 fee will be charged in advance per stopped payment.**

Customer-Drawer and/or Joint Account Owner Signature \_\_\_\_\_ Date \_\_\_\_\_