Addition FINANCIAL
P.O. Box 958471 • Lake Mary, FL 32795-8471
(407) 896-9411 • (800) 771-9411

Stop Payment Request Order for Checks and ACH Entries

On the terms and conditions set out below, the undersigned account holder hereby instructs the Financial Institution to stop payment on the transaction(s) indicated below:

◯ ACH / ELECTRONIC CHECK ◯ CHECK / SHARE DRAFT / PAPER DRAFT

Account No.: _____ Date: _____ Time:_____
Account Type: ◯ Checking/Share Draft ◯ Savings/Share ◯ Consumer (limit 1 year) ◯ Corporate (limit 6 months)
Member Name:_____
Expected Clearing Date(s): _____
Payable To/Originator: _____ Amount: _____
Check Serial Number(s):_____
For POP, RCK, ARC, and BOC ACH Debits, and Check/Share Drafts or Paper Drafts

Select **one** of the following: ◯ **Stop Single Entry (30 days) OR** ◯ **Stop Multiple Entries***

*Multiple Entries mean stopping more than one check to the same payee, or stopping more than one debit from the same Originator (but not ALL future debits from that Originator). If this stop payment order instructs the Financial Institution to stop all future ACH debits pursuant to a specific authorization involving a specific Originator, account holder should initial here to indicate that they have contacted the Company to revoke the authorization. Account holder agrees to provide a copy of the revocation of authorization to the Financial Institution upon request. _____ Initials

A fee of $ 25.00 will be assessed to the account holder as payment for implementing this order.

I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS BELOW. I FURTHER DEPOSE AND SAY THAT THE TRANSACTION(S) DESCRIBED ABOVE WAS NOT ORIGINATED WITH FRAUDULENT INTENT BY ME OR ANY PERSON ACTING IN CONCERT WITH ME, AND THAT THE SIGNATURE BELOW IS MY OWN PROPER SIGNATURE. I CERTIFY THAT THE FORGOING IS TRUE AND CORRECT

_____	_____	_____	_____
Date	Account Holder Signature	Print Name	Phone Number

_____	_____	_____
Date	Financial Institution Representative	Print Name

STOP PAYMENT TERMS AND CONDITIONS

By directing the Financial Institution to stop payment on the above transaction(s), the account holder agrees that the Financial Institution is not obligated to honor a stop payment request that does not contain accurate information provided in a timely manner. The account holder understands that it is necessary to provide the correct information related to the transaction, and that a failure to do so may result in the payment of the above item. 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 if such payment is the result of failure of the account holder to furnish any item of information requested above completely, accurately, and correctly, according to the time requirements noted below. Verbal stop payment orders will cease to be binding after 14 calendar days unless written confirmation is provided to the Financial Institution by the account holder within that 14 day period.

Stop Payments of ACH/Electronic Check Items Affecting Consumer Accounts

This stop payment order shall remain in effect until the earlier of (1) the withdrawal of the stop payment order by the account holder, or (2) the return of the debit entry, or, where a stop payment order is applied to more than one debit entry under a specific authorization involving a specific Originating Company, the return of all such debit entries. For PPD entries, IAT entries, and recurring WEB entries: Three banking days advance notice prior to the expected transfer date of the debit entry is required to implement the stop payment request. If the stop payment order is received within three banking days of the expected transfer date, the Financial Institution will attempt to satisfy the request of the account holder, but will not be held liable if sufficient time was not provided. For ARC entries, TEL entries, Single Entry WEB entries, RCK entries, POP entries, and BOC entries: The stop payment request must be provided to the Financial Institution in such a time and in such a manner as to allow the Financial Institution reasonable time to act on the request prior to acting on the debit entry.

Stop Payments of ACH/Electronic Check Items Affecting Non-Consumer Accounts

The stop payment order is effective for (a) the withdrawal of the stop payment order by the Receiver, or (b) the return or the debit Entry, or, (c) six months from the date of the stop payment order, unless it is renewed in writing.

Stop Payments of Check/Share Draft/Paper Draft Items

A stop payment order is effective for twelve months and may be renewed for additional twelve-month periods by written request to the Financial Institution within the period during which the stop payment order is effective. The stop payment request must be provided to the Financial Institution in such a time and in such a manner as to allow the Financial Institution reasonable time to act on the request prior to acting on the item.