



Rev 3/4/19

# Stop Payment Form



<b>DATE:</b> _____	<b>BANK EMPLOYEE:</b> _____
<b>CUSTOMER NAME:</b> <i>Authorized Signer - (Required)</i>	<b>SSN:</b> _____
<b>BUSINESS NAME:</b> <i>(If applicable)</i>	<b>TIN:</b> _____
<b>CUSTOMER ACCT #:</b> _____	<b>PHONE #:</b> _____
<b>CUSTOMER ADDRESS:</b> _____ <small>(Physical/Mailing address)</small>	_____ <small>(City) (State) (Zip)</small>

A Stop Payment **cannot** be placed on items that have already cleared your account.

Item(s) in Memo posted status **can** be stopped.

Stop Payments **cannot** be placed on CVB originated ACHs, Debit Card charges, or Bill Pay items (with the exception of Bill Pay items sent as a **check**) using this form.

**CHECK STOP PAYMENT** (a form must be filled out for each Stop Payment)

\*Amount: \_\_\_\_\_

\*Check #: \_\_\_\_\_

Payable to: \_\_\_\_\_

Date Written: \_\_\_\_\_

Stop Reason: \_\_\_\_\_

**RANGE OF CHECK NUMBERS**

Check #s: \_\_\_\_\_

(Checks **must** start with numbers greater than 1; checks starting with zero will not work.)

Stop Reason: \_\_\_\_\_

**ACH STOP PAYMENT** (a form must be filled out for each Stop Payment unless recurring)

Amount: \_\_\_\_\_

Originating Company: \_\_\_\_\_

Date of Next Scheduled ACH Payment: \_\_\_\_\_

Stop Reason: \_\_\_\_\_

One Time Stop (permanent until notified)

6 Month Stop

Recurring Stop (permanent until notified)

**If this Stop Payment was made verbally, it will expire in 14 days. Written confirmation is required within 14 days from the date of this form. Please return this form to your nearest branch or mail to: Cache Valley Bank, 101 North Main Street, Logan, UT 84321, Attn: Customer Service.**

X \_\_\_\_\_  
Customer Signature

X \_\_\_\_\_  
Customer Printed Name

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

Date **Temporary** Added to Sparak: \_\_\_\_\_ Employee Name: \_\_\_\_\_ Branch #: \_\_\_\_\_

Date **Permanent** Added to Sparak: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Date **6 Months** Added to Sparak: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Account Charged     Scanned: Arc Image - Stop Payments     Fee Waived By: \_\_\_\_\_