

request to stop a member cheque

membership details

member number _____ account no. _____
full name _____
home phone no. _____ work phone no. _____ mobile no. _____

cheque details

I/we give instructions that the cheques specified below, which have been drawn, are not to be paid upon presentation to the Credit Union and that in accordance with the terms and conditions contained in the Members' Cheque Scheme, the member indemnifies the Credit Union and holds the Credit Union harmless against claims made by any person or persons whatsoever claiming to be injured as a result of the Credit Union's acceptance of these instructions.

please place a stop payment on the following **cheque(s)**:

cheque number	_____	date drawn	_____
amount \$	_____	payee	_____
reason	_____		
cheque number	_____	date drawn	_____
amount \$	_____	payee	_____
reason	_____		
cheque number	_____	date drawn	_____
amount \$	_____	payee	_____
reason	_____		

please place a stop payment on the following **cheque book**:

first cheque number _____ last cheque number _____
reason _____

please issue me with a replacement cheque book.

- I/we agree that these instructions shall not be operative if the above cheque(s) has / have been presented to and paid by the Credit Union prior to the time of receipt of this form by the Credit Union.
- I/we acknowledge that I/we will be charged a fee for each cheque stopped and an additional fee if the cheque is presented. The fee charged is in accordance with the Fees and Charges brochure issued from time to time by the Credit Union.

signature _____ date _____

office use only

SECTION 1 - to be completed by branch

taken by: _____
branch: _____
date received: _____
time: _____ am/pm

SECTION 2 - to be completed by member admin

date received: _____
time: _____ am/pm
 cheques stopped
 new cheque book ordered yes / no
completed by: _____

Fax to Member Admin immediately