

## Placing Stop Payments

Form is located below this disclosure.

Heartland Bank Online Stop Payment Request Disclosure: Before placing a stop payment, please verify that the check has not already cleared your account. You may do this by checking your account history through Heartland B@nk Online, contacting our Service Center at 888-897-2276, or by contacting your local office. Placing a stop payment will have no effect on a check that has already cleared your account.

The stop payment placed must be for a check signed by an account owner. Payments made through Bill Pay cannot be stopped with this method. Please contact us directly for stop payments on Bill Pay checks, a series of checks, drafts, ACH, to revoke authorization, and to release stop payments. The Heartland B@nk Online Stop Payment Request must be transmitted by 6 p.m. Central Standard Time (CST) to be processed on the same business day. Requests transmitted after 6 p.m. will be memo-posted and processed the next business day. The Online Stop Payment Request must be complete and exact.

A stop payment processing fee of \$30.00 per check will be assessed to your checking account. You and Heartland Bank agree to abide by the rules and regulations as established by the Uniform Commercial Code or other laws governing stop payment orders.

The stop payment will remain active for a six-month period. If you wish to release a stop payment, you must contact us directly. If you wish to extend the stop payment for an additional six-month period, you may do so by submitting a new Stop Payment Request. A new stop payment fee will be assessed. Please print the stop payment confirmation screens for your records.

New Stop Payment 2 Enter Review Finish

Note: \* Required Field

**Add Stop Payment for Account:**

**Check Date:**

\* **Start Check Number:**

\* **Amount:** \$  .

\* **Payee:**

**Remarks:**

**Remark2:**

**Remark3:**

**Remark4:**

**Remark5:**

- Select **Stop Payments** from the Accounts tab menu or click the **Stop Payments** from the account options drop-down menu.
- Review the **Stop Payment Disclosure**.
- Notice Enter in the upper right side is underlined.
- Review entries and select Edit or Confirm.
- Enter and Review will be underlined showing progress of transaction.
- Enter, Review, and Finish will be underlined showing completion of the transaction.
- Fill in the required fields, then click **Submit**.
- A confirmation page will display. Print the confirmation page for your records.
- To view Stop Payments already placed on the account, select **Current** from the **Stop Payments** menu.
- To view Stop Payments for other accounts, use the **View Stop Payments for** option.