

# WRITTEN STATEMENT OF UNAUTHORIZED ACH DEBIT

Use this form to dispute unauthorized or improper electronic (ACH) debits from your account or to stop payment on an electronic debit.



## Directions

1. Fill out the following authorization completely and fax it to us. Unsigned requests cannot be processed. Stop payment requests received by 3:00 p.m. Monday-Friday will be completed the same business day.
2. To confirm that your stop payment has been placed, you can check MetroWeb or contact our office.
3. If you have any questions, please contact our Electronic Services department.

## 1. Account/Transaction Information

Name \_\_\_\_\_ Account Number \_\_\_\_\_  
Amount of Debit \$ \_\_\_\_\_ Date of Debit \_\_\_\_\_  
Party Debiting the Account \_\_\_\_\_

## 2. Statement

I (the undersigned) hereby attest that (i) I have reviewed the circumstances of the above electronic (ACH) debit to my account, (ii) the debit was not authorized, and (iii) the following, to the best of my ability to identify, is the reason for that conclusion:

- I did not authorize the party listed above to debit my account.
- I revoked the authorization I had given to the party to debit my account before the debit was initiated.
- My account was debited before the date I authorized.
- My account was debited for an amount different than I authorized.
- My check was improperly processed electronically.
- This was an improperly reinitiated entry.
- Stop payment. **NOTE: There will be a \$25 fee for each merchant ID on which a stop payment is placed.**
- Other (must specify) \_\_\_\_\_

## 3. Signature

I am an authorized signer, or otherwise have authority to act, on the account identified in this statement. I attest that the debit above was not originated with fraudulent intent by me or any person acting in concert with me.

I have read this statement in its entirety and attest that the information provided on this statement is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Mailing Address

Columbus Metro FCU  
P.O. Box 13240  
Columbus, OH 43213

### Contact Us

**By Phone** 614.239.0210 or 800.986.3876  
**By Fax** 614.239.0988  
**Online** [www.columbusmetro.org](http://www.columbusmetro.org)