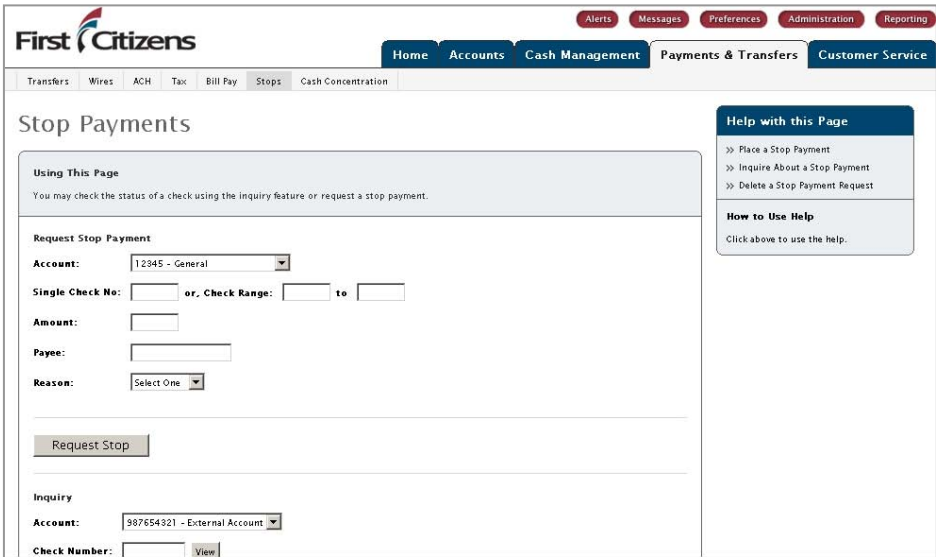


Place a Stop Payment Request

Step	Action
1.	On the Payments and Transfers screen, click the Stops tab and the Stop Payments screen displays.
2.	<p>Select the account for which you want to place a stop payment from the Account drop down list.</p> 
3.	Enter either a Single Check No. or the Check Range for multiple checks.
4.	If known, enter the check Amount and the Payee in the applicable fields.
5.	Select the stop payment reason from the Reason drop down list.
6.	Click Request Stop and the Verify Stop Payment screen displays.
7.	<p>After verifying the information is correct, do one of the following:</p> <ul style="list-style-type: none"> • Click Send Stop Request and the Stop Payment Confirm screen displays. <ul style="list-style-type: none"> ✓ Click Done after reviewing the information. • Click Cancel to return to the Stop Payments screen to make a correction <u>or</u> to close the request.