

Payments and Transfers

STOP PAYMENTS

The Stop Payments screen allows you to place stop payments.

Placing Stop Payment Requests

Follow these steps:

1. Click the Payments & Transfers tab on the Home Page.
2. Click the Stops tab and the Stop Payments screen displays.

Using This Page
You may check the status of a check using the inquiry feature or request a stop payment.

Request Stop Payment

Account: 12345 - BUS ANLYS CHKG RPM

Single Check No: 123 or, Check Range: to

Amount: 100.00

Payee:

Reason: Lost

Request Stop

Inquiry

Account: 12345 - BUS ANLYS CHKG RPM

Check Number: View

Check Paid Inquiry

| Date | Check # | Description | Amount |
|------|---------|-------------|---------------------|
| | | | Total (USD): \$0.00 |

3. On the Stop Payments screen, select the account from the Account drop down list on which the check was written/relates to.
4. Specify either the check number for a single check or the check number range for multiple checks.
5. Select the stop payment reason from the Reason drop down list.
6. If applicable, specify the check amount and the payee and click Request Stop.

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7. The Verify Stop Payment screen displays. After verifying the information is correct, do one of the following:
 - Click Cancel to return to the Stop Payments screen to make a correction or to proceed without sending the request.
 - Click Send Stop Request and the Stop Payment Confirm screen displays.
8. After viewing the stop payment information, click Done and you are returned to the Stop Payments screen.