Quick Reference Guide – Stop Payment

The Stop Payments workspace provides you the ability to place stop payment requests and to view the history of stop payments requests submitted through Business Online Banking.

To access the Stop Payments workspace, open the left navigation menu, click to expand the Payments & Transfers menu, then select the Stop Payments link.
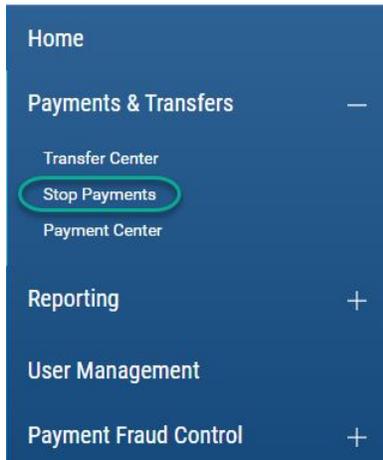
View Stop Payment(s)

The Stop Payment list view widget is pinned to the workspace. This provides a history of the stop payments that have been submitted through Business Online Banking.

To view the Account Number without masking, click on the 🔒 icon to unlock masking.
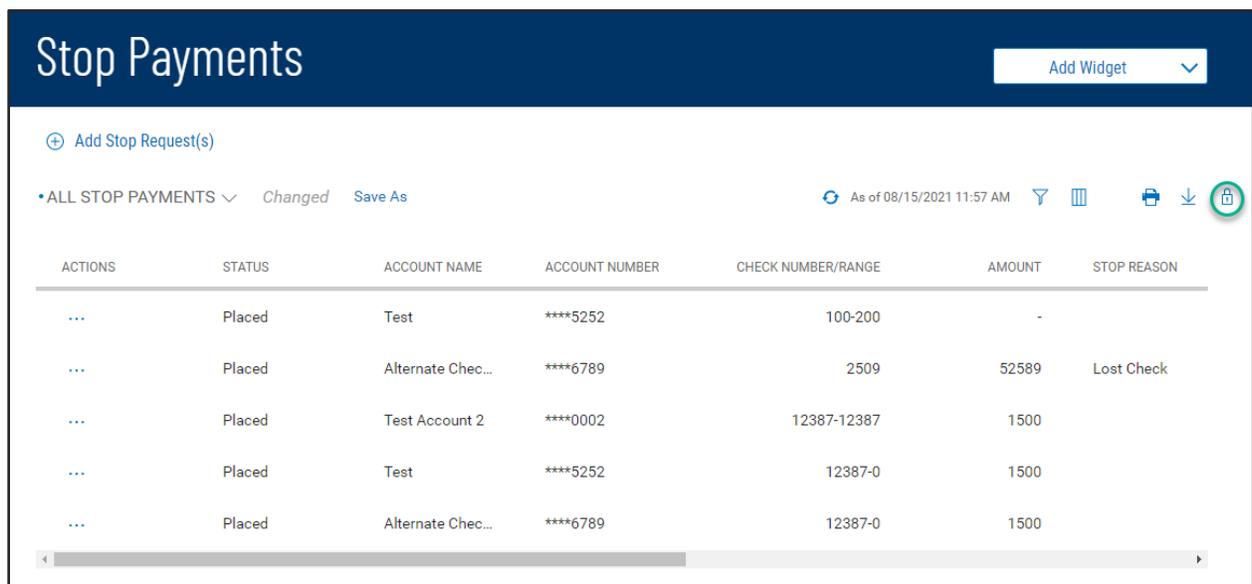
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Click on View in the Actions column in the list view to see the details of any stop payment.

‹ Stop Payment Request

Account Details

Account Name Operating Account	**Account Number** 10010001	**Check Number/Range** 258	**Amount** 123.00
Stop Reason Lost Check	**Expiration Date** 10/08/2019	**Response Description** Stop Payment request accepted	**Check Issue Date** 04/08/2019
Payee	**Bank Trace Number** 20190980002	**Initiated By** A Campbell	**Stop Date** 04/08/2019

BACK

Placing Stop Payment(s)

Click on Add Stop Request(s) link:

⊕ Add Stop Request(s)

• ALL STOP PAYMENTS ⌄   *Changed*   Save As   ↻ As of 08/15/2021 12:04 PM   ▽   ▥   🖶   ↓   🔒

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You can add a single, multiple or a range of Stop Payment requests. "Optional" listed on above a section of the input form means these fields are not required.

To add a Stop Payment on a range of check numbers select Range. The input fields will update to present appropriate information needed for a range stop payment –

Click on the Single link to revert the input form back to a single stop payment, as needed.

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To add multiple stop payments, enter the desired number of stop payments to add. Click X to remove an unneeded input form –

ACCOUNT	CHECK NUMBER	AMOUNT	X
Select ∨			
	0/10		

STOP DURATION	STOP REASON	ISSUE DATE	Optional
18 months	Select ∨	Select 🗓	

PAYEE

0/25

ACCOUNT	CHECK NUMBER	AMOUNT	X
Select ∨			
	0/10		

STOP DURATION	STOP REASON	ISSUE DATE	Optional
18 months	Select ∨	Select 🗓	

PAYEE

0/25

ADDITIONAL STOP REQUESTS

−	1	+

Submit Cancel