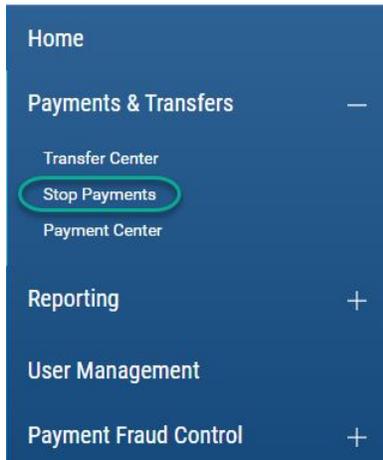


Quick Reference Guide – Stop Payment

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.

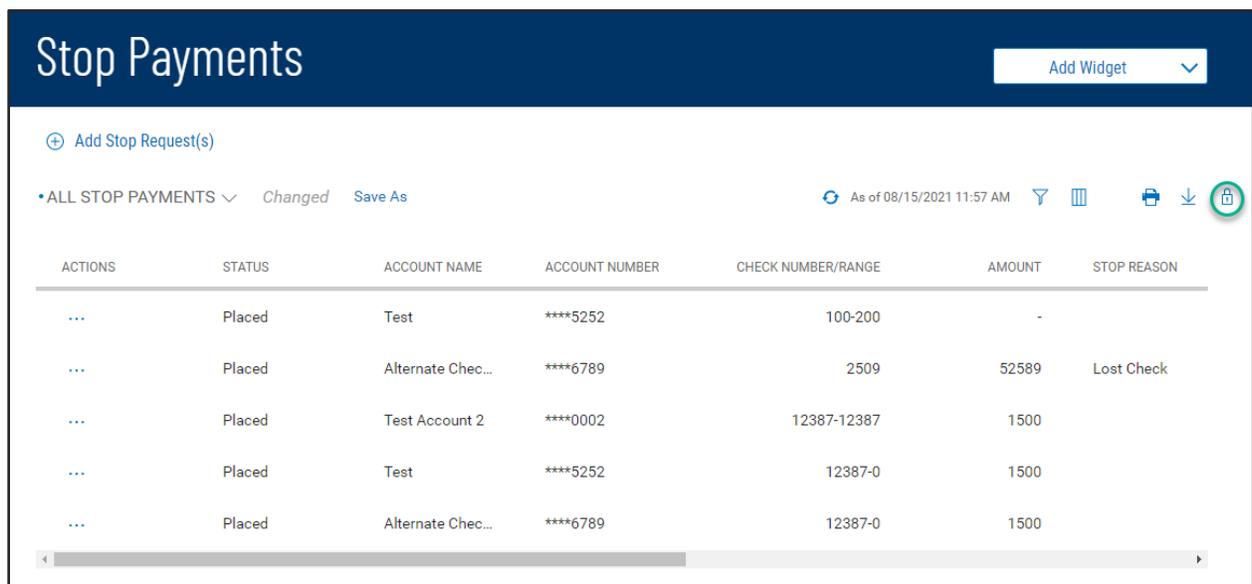
To access the Stop Payments workspace, open the left navigation menu, click to expand the Payments & Transfers menu, then select the Stop Payments link.



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.



The screenshot shows the 'Stop Payments' workspace. At the top, there is a header with the title 'Stop Payments' and an 'Add Widget' button. Below the header, there is a sub-header with 'Add Stop Request(s)' and a list of filters: 'ALL STOP PAYMENTS', 'Changed', and 'Save As'. The main content is a table with the following columns: ACTIONS, STATUS, ACCOUNT NAME, ACCOUNT NUMBER, CHECK NUMBER/RANGE, AMOUNT, and STOP REASON. The table contains five rows of data. A lock icon is visible in the top right corner of the table area.

ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP REASON
...	Placed	Test	****5252	100-200	-	
...	Placed	Alternate Chec...	****6789	2509	52589	Lost Check
...	Placed	Test Account 2	****0002	12387-12387	1500	
...	Placed	Test	****5252	12387-0	1500	
...	Placed	Alternate Chec...	****6789	12387-0	1500	

Quick Reference Guide – Stop Payment

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](#) [Filter](#) [List](#) [Print](#) [Download](#) [Lock](#)

Quick Reference Guide – Stop Payment

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.

< Stop Payment

ACCOUNT: Select

CHECK NUMBER: Range

AMOUNT: Optional

STOP DURATION: Optional

STOP REASON:

ISSUE DATE:

PAYEE:

ADDITIONAL STOP REQUESTS: - 1 +

SUBMIT CANCEL

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 –

ACCOUNT: Select

CHECK NUMBER: Single

STOP DURATION: Optional Clear

STOP REASON:

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

Quick Reference Guide – Stop Payment

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

STOP DURATION 18 months STOP REASON ISSUE DATE Optional

PAYEE

ACCOUNT CHECK NUMBER AMOUNT X

STOP DURATION 18 months STOP REASON ISSUE DATE Optional

PAYEE

ADDITIONAL STOP REQUESTS 1