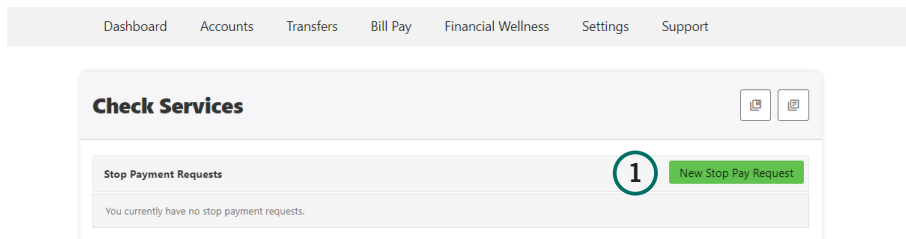


## How do I submit a stop payment request?

Stop Payment Requests will allow you to add a stop payment on an outstanding check.

To place a stop payment request:

1. Click the **New Stop Pay Request** button, and the *Add a Stop Payment Request* window will display.



2. Click the **Account** dropdown menu and select the account to place the stop payment on.
3. Enter the **Check #** to place the stop payment on.
4. Enter the **Amount** the check was written for.
5. Click the **Search** button to search for transactions that have cleared the account selected and match the transaction details entered.
6. Enter the **Payee Name** the check was written to.
7. Check the **I Agree** checkbox to acknowledge the *Stop Payment Policy*.
8. Click the **Submit Request** button to submit the stop payment request or click the **Cancel** button to close the Add Stop Payment Request window without submitting the request. A message will display indicating the stop payment request was successful. Stop Payment requests that have been placed will display on the **Stop Payment** tab.

Add Stop Payment Request ×

Account \*  2

Check Number   Range 3

Amount  Amount must match check amount for stop payment to be applied. 4

Search for matching transactions before stopping payment. 5

Payee Name  6

By checking "I Agree" and clicking "Submit Request", I acknowledge that I have read and agree to the [Stop Payment Policy](#).

I Agree 7

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