

Stop Payments – Checks

Stopping a Check Payment – Single Check

Follow the instructions below to place a stop payment on a single check.

1. From the left side-bar menu, click Stop Payment:

Sf Sterling federal Bank					\$
Last Login: 03/03/2021 Account Info	In	box	Sent	Archive	
8ª Accounts					0
E-Statements					
🗯 Account Reporting		Sf Sterling Jeder Bank	ral	8	
Manage Money	 Stop Check Payment				
🔞 Transfer Funds					
	Account Number *				
Payments				v	
	Stop Payment On *				
Pay Another SFB Customer	Select:			~]	
Other					
👼 RoboSave					
	12				
	Cancel		Next		

- 2. In the Account Number field, select the account on which you want to place the Stop Payment.
- 3. Select Single Check from the Stop Payment On list, click Next to open the Stop Payments window.

Sf Sterling federal Bank				¢	
Last Login: 03/03/2021 Account Info	 Inbox	Sent	Archive		
Accounts E-Statements				0	
Account Reporting	Sf Sterling Ban	t federal k	8	^	
Manage Money	Stop Check Payment		^		
S Transfer Funds					
	Account Number *				
Payments	Rewards Checking (86)				
🧉 Pay Bills	Check Number *				
	Amount *				
Other	\$0.00				
🗯 RoboSave					
	Check Date (mmm/dd/yyyy) *		,		
	Back	Next			



Internet Banking User Guide

4. Enter the Check Number, Amount, and Check Date, and Payee in the provided space, then click Submit. A screen summarizing the stop payment displays.

Sf Ste	rling federal Bank	8
Stop Check Payment		^
A \$30.00 fee will be charged f	or this stop payment.	
Account Number		
Check Number 101		
Amount		
\$100.00		
Description		~
Back	Submit	

A message is received confirming that the stop payment request has been successfully submitted.

Stopping Check Payments – Multiple Checks

Follow the steps below to place a stop payment on a range of checks.

- 1. From the main side-bar menu, click Stop Payment.
- 2. From the first drop-down list on the screen, select the account from which funds were debited by the checks.
- 3. Select Range of Check from the second drop-down list.
- 4. Click Next.
- 5. Enter the start and end check number range in the Start Number and End Number fields.
- 6. Click Submit.

A screen summarizing the stop payment details opens.

7. Click Submit.

Internet Banking returns a confirmation message that the stop payment request was submitted successfully.