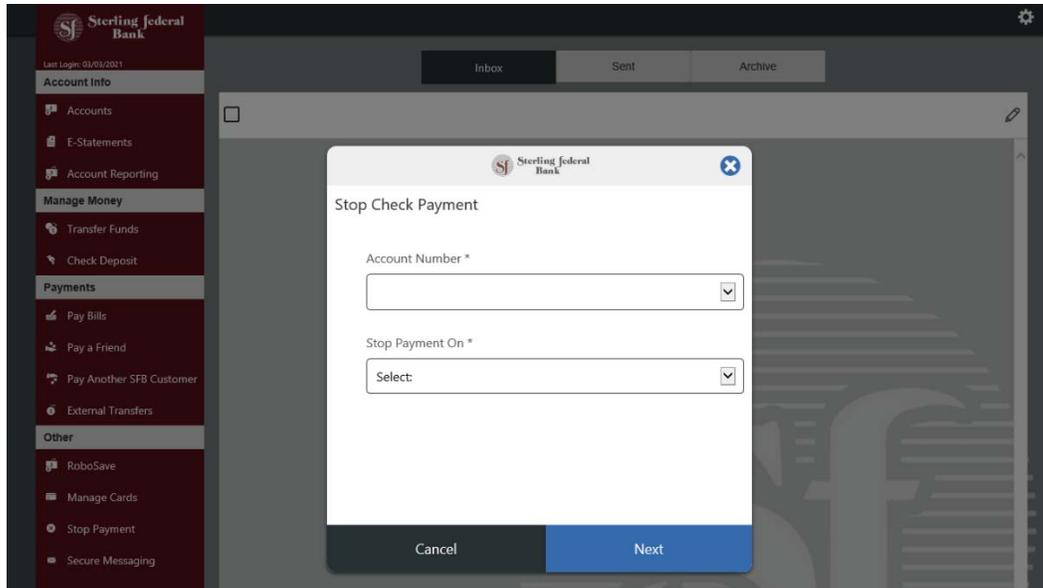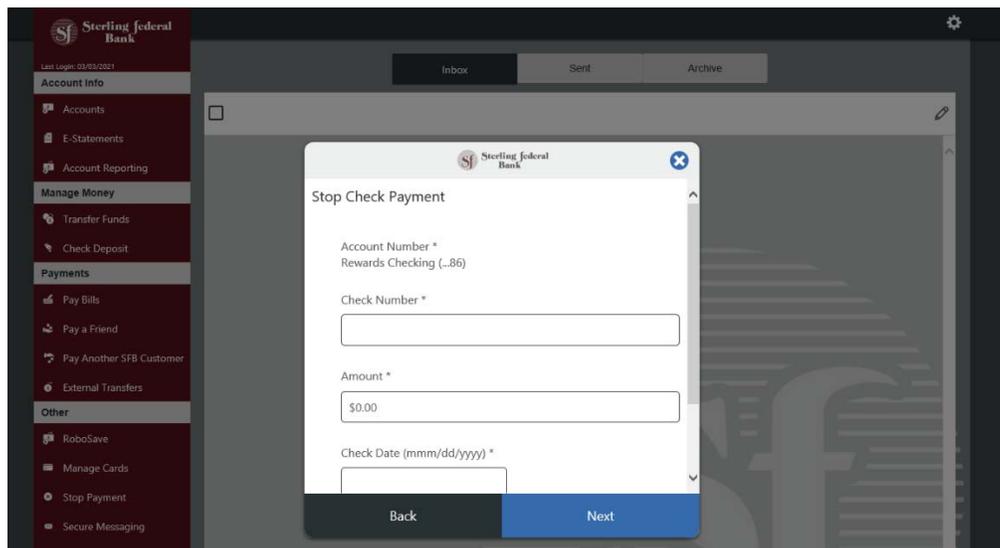## Stop Payments – Checks

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:

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.

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.

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.