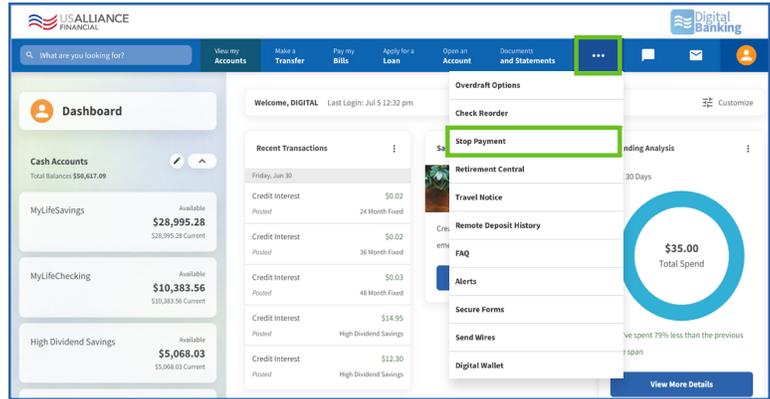


Place a stop payment on a single or a range of checks.

Please note: a fee of \$35.00 is applied per order.

Step 1:

Start by clicking the three dots (•••) from the blue menu bar, and click **Stop Payment** from the drop down menu.



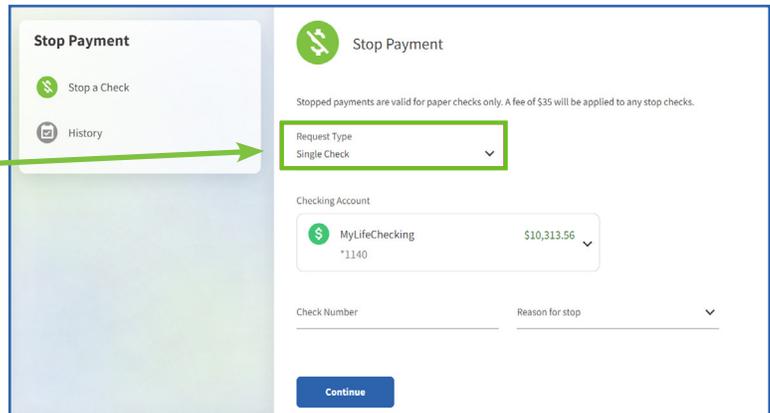
Step 2:

You can choose to stop payment on a single check or a consecutive range of checks in the **Request Type** drop down.

Choose the account the check is drawn on.

Input the **Check Number** and **Reason for stop**.

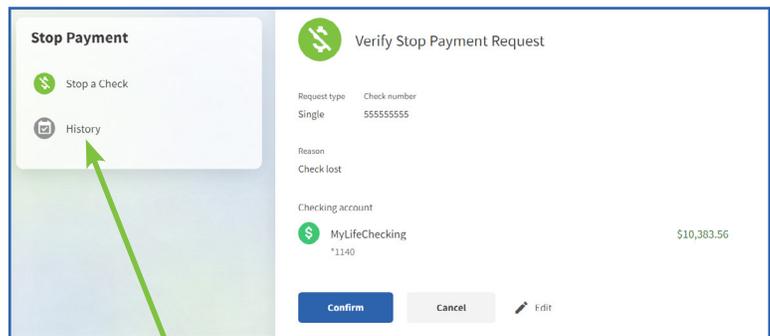
Once complete, click the blue **Continue** button.



Step 3:

Review the information for accuracy. You can edit the request by clicking the Edit button near the bottom right of the screen.

Once complete, click the blue **Confirm** button.



You can view previous stop payments by clicking the **History** link in the left sidebar.