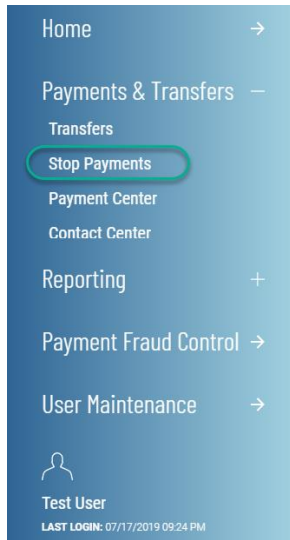


Quick Reference Guide – Stop Payment

The Stop Payments workspace provides you the ability to place stop payment requests and to view the history of stop payments requests submitted through Digital Banking IQ and Business Financial Services.

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, provides a history of the stop payments that have been submitted through Digital Banking IQ and Business Financial Services.

A screenshot of the 'Stop Payments' workspace. The header is dark blue with the title 'Stop Payments' and an 'Add Widget' button. Below the header, there is a section titled 'STOP PAYMENTS' with an 'Add Stop Request(s)' button and a refresh icon. A search bar with a 'Save' button is present. The main area contains a table with the following columns: ACTIONS, STATUS, ACCOUNT NAME, ACCOUNT NUMBER, CHECK NUMBER/RANGE, AMOUNT, STOP REASON, and EXPIRATION DATE. The table lists five stop payment requests. At the bottom, there is a pagination bar showing 'VIEW 1-5 OF 31' and a 'DISPLAY 5' dropdown menu.

ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP REASON	EXPIRATION DATE
...	Placed	Building Account	23235252	100-200	0		
...	Placed	Capital Account	123456789	2509	52,589.00	Lost Check	
...	Placed	Office Expenses	10010002	12387-12387	1,500.00		09/07/2019
...	Placed	Building Account	23235252	12387	1,500.00		09/07/2019
...	Placed	Capital Account	123456789	12387	1,500.00		09/07/2019

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Click on View in the Actions column in the list view to see the details of any stop payment.

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

Placing Stop Payment(s)

Click on Add Stop Request(s) link:

STOP PAYMENTS

[Add Stop Request\(s\)](#) As of 08/28/2019 01:58 PM

Save

ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP REASON	EXPIRATION DATE
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You can add a single, multiple or a range of Stop Payment requests. Optional information on the input form are called out, the rest are required –

< Stop Payment

ACCOUNT CHECK NUMBER Range AMOUNT Optional

STOP DURATION Optional STOP REASON ISSUE DATE

PAYEE

ADDITIONAL STOP REQUESTS 1

To add a range Stop Payment select Range, the input fields will dynamically present appropriate information needed for a range stop payment –

ACCOUNT 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.

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To add multiple stop payments, enter the desired number of stop payments to add. Click X to remove an unneeded input form –

ACCOUNT Select	CHECK NUMBER Range []	AMOUNT Optional []	X
STOP DURATION Optional 6 months	STOP REASON Optional []	ISSUE DATE Optional []	
PAYEE Optional []			
ACCOUNT Select	CHECK NUMBER Range []	AMOUNT Optional []	X
STOP DURATION Optional 6 months	STOP REASON Optional []	ISSUE DATE Optional []	
PAYEE Optional []			

ADDITIONAL STOP REQUESTS
- 1 +