



CORPORATE ONLINE — STOP PAYMENTS

You can use the Stop Payments feature to place or cancel stop payment requests against one or more checks. The Stop Payments service can also:

- Verify whether a check has been paid
- Monitor existing stop payments
- Check for Duplicate stops



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View Activity

Before placing a stop payment, you can review an account's activity for all checks paid.

The screenshot displays the 'View All Activity' page in the First Republic Bank Corporate Online system. On the left is a dark green navigation bar with white text for various menu items: Home, Balances, Transfers, Reporting (with a yellow circle '1'), Stops and Inquiries (highlighted with a red box), Positive Pay, ACH Payments, Wire Transfers, Wire Activity, Documents, Statements, Bill Payment, Setup, and Sign Out. The main content area has a dark green header with the bank logo and tagline. Below the header is a breadcrumb trail: | All Activity | Stop Payments | Monitor. The main heading is 'View All Activity'. Below the heading is a sub-heading: 'Choose the Account and Inquiry, then choose 'View Results' to view inquiry results.' The form contains two rows of input fields. The first row is 'Account Number *' with a dropdown menu labeled 'Select Account' (with a yellow circle '2') and a yellow 'Lookup' button. The second row is 'Inquiry Type *' with a dropdown menu labeled 'Select Inquiry' (with a yellow circle '3').

1. Click **Stops and Inquiries** from the navigation bar on the left.
2. Select the **Account Number** to view its activity.
3. Select the **Inquiry Type** for the transaction search.

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Placing a Single Stop Payment

The screenshot shows the First Republic Bank Corporate Online interface. The top navigation bar includes "All Activity", "Stop Payments", and "Monitor". The "Stop Payments" link is highlighted, and a "Single Stop" button is circled with a red box and labeled "1". Below this, the "Plac" (Place) button is also labeled "1". The main content area contains a form titled "Criteria" with the following fields and buttons:

- Account Number*: Select Account (dropdown menu) labeled "2" and a "Lookup" button.
- Serial Number*: Text input field labeled "3".
- Amount: Text input field labeled "4".
- Payee: Text input field labeled "5".
- Action*: Select Action (dropdown menu) labeled "6".
- Reason*: Select Reason (dropdown menu) labeled "7".

At the bottom of the form, there are four buttons: "Check Paid Items" labeled "8", "Duplicate Search" labeled "9", "Submit" labeled "10", and "Reset".

1. Hover over **Stop Payments** and click on **Single Stop**.
2. Select the account number from the drop down menu or via the Lookup button.
3. Enter in the check serial number.
4. Enter in the check amount.
5. Enter in the payee name on the check.
6. Click the **Action** drop-down list and select the action: **Place Stop** or **Cancel Stop**.
7. Click the **Reason** drop-down list and select the reason for placing or canceling the stop payment.
8. Click **Check Paid Items** to review whether the check has already been paid.
9. Click **Duplicate Search** to review whether a stop payment has already been placed.
10. Click **Submit** to place the stop payment or cancel an existing stop payment.

Note: Stop payments are effective for three (3) years.

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Placing Multiple Stop Payments

The screenshot shows the First Republic Bank Corporate Online interface. The navigation menu on the left includes: Home, Balances, Transfers, Reporting, Stops and Inquiries, Positive Pay, ACH Payments, Wire Transfers, Wire Activity, Documents, Statements, Bill Payment, Setup, and Sign Out. The main content area has a breadcrumb trail: | All Activity | Stop Payments | Monitor. Below this, there is a 'Single Stop' section with a 'Multi-Entry Stops' link highlighted by a red box and a yellow circle with the number 1. To the right of this link is a '> Multi Checks' link. Below the breadcrumb trail, there is a text instruction: 'Select an action from the drop-down list and then select the check boxes next to the rows you want to include. Click View Totals to view the total dollar amount of selected rows. Click Check Status to see if other actions have been taken against the check. Click Send Single Stop(s) or Cancel Single Stop(s) to submit.' Below this instruction is a 'Place Single Stops' dropdown menu highlighted by a yellow circle with the number 2. Below the dropdown menu is a table with the following columns: Account Number, Serial Number, and Reason. The table contains five rows, each with a checkbox, a 'Select Account' dropdown, a 'Lookup' button, a text input field for the serial number, and a 'Select Reason' dropdown. A yellow circle with the number 3 is placed to the left of the first row. Below the table are three buttons: 'View Counts' (highlighted with a yellow circle 4), 'Clear Unchecked' (highlighted with a yellow circle 5), and 'Send Single Stop(s)' (highlighted with a yellow circle 6).

1. Hover over **Stop Payments** and click on **Multi-Entry Stop**.
2. Select from the drop down menu the action to be performed: **Place Single Stops** or **Cancel Single Stops**.
3. Enter in the criteria: **Account Number**, **Check Serial Number**, and **Reason**.
4. Click **View Counts** to review the number of stops/cancellations being performed.
5. Click **Clear Unchecked** to reset any selected items.
6. Click **Send Single Stop(s)** to submit the stops/cancellations.

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Monitor – Stop Payments

To review stop payments that have been placed, use the Monitor feature:

| All Activity | Stop Payments | Monitor

Stop Payments 1

Stop Payments

User Totals or

Enter your monitor criteria in the form fields below, then choose 'View Results' to view inquiry results.

Criteria

Account Number* All Accounts Lookup

Status All 2

From Serial Number To Serial Number

From Check Amount To Check Amount

From Stop Entry Date To Stop Entry Date

Payee 3 Trace ID

View Results Reset

1. Hover over **Monitor** and click on **Stop Payments**.
2. Enter in the search criteria: **Account Number**, **Status**, **Check Serial Number** range, **Check Amount** range, **Stop Entry Date** range, **Payee Name**, and/or **Trace ID**.
3. Click **View Results**.

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Monitor – User Totals

The **User Totals** feature is offered as an audit tool to review stop payments placed via the Corporate Online system.

| All Activity | Stop Payments | Monitor

Stop Payments

Stops > User **User Totals** 1 Report

Select your desired report type and complete other available criteria fields. Choose 'View Stops' to view Stop Payment activity.

Report Type 2

Stop Payment Requests for the Current User
 Stop Payment Requests by Account

User MCHAN

Account Number All Accounts Lookup

Stop Entry Date* 09/21/2016 Included Hours All day

Start Time 12:00 AM End Time 11:59 PM

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View Stops Reset

1. Hover over **Monitor** and click on **User Totals**.
2. Choose to review stop payments either by the **Current User** or by **Account**. Depending on the Report Type chosen, select the rest of the report criteria: **User**, **Account Number**, **Stop Entry Date**, **Included Hours**, **Start Time**, and/or **End Time**.
3. Click **View Stops**.

Stop Payment Status Definitions	
Pending	If approvals are required, this status occurs after a stop payment has been submitted (for approval).
Received	The Bank has successfully received the request.
Rejected	The stop payment request was not accepted; please view the status note.



Contact your banker or our Online Banking Support team for more information or assistance at 1-800-221-9777, option 2.

It's a privilege to serve you.