

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

 $\sim$ 

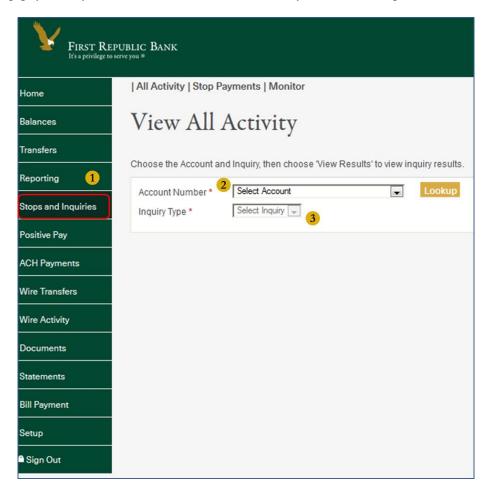
#### **Table of Contents**

View Activity	2
Placing a Stop Payment	3
Placing Multiple Stop Payments	4
Monitoring Stop Payments	5
Monitoring User Totals	6



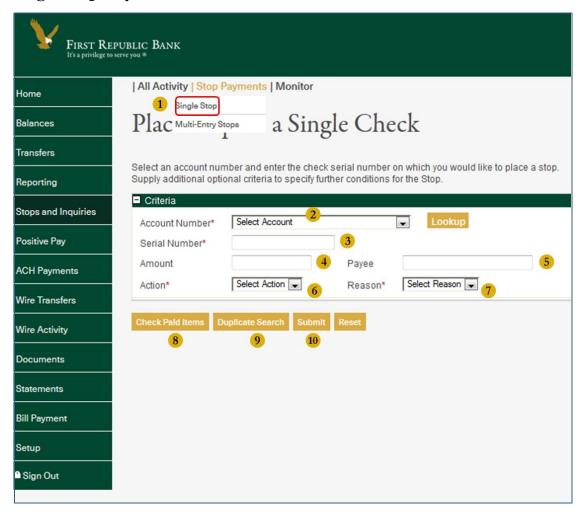
#### **View Activity**

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



- 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.

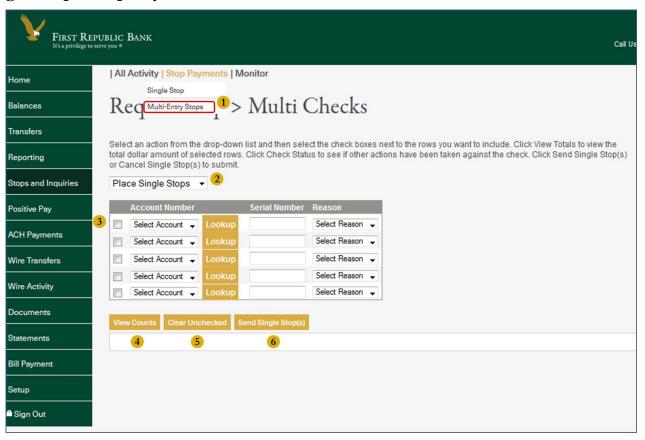
#### Placing a Single Stop Payment



- 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.

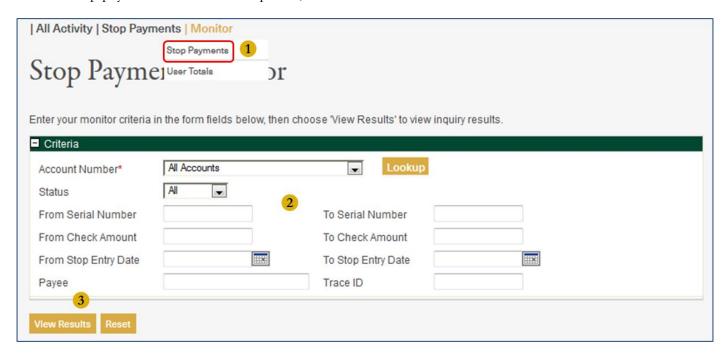
## Placing Multiple Stop Payments



- 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.

### Monitor - Stop Payments

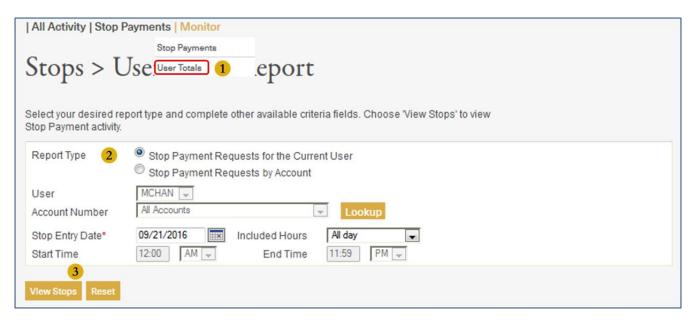
To review stop payments that have been placed, use the Monitor feature:



- 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**.

#### Monitor - User Totals

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



- 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.

