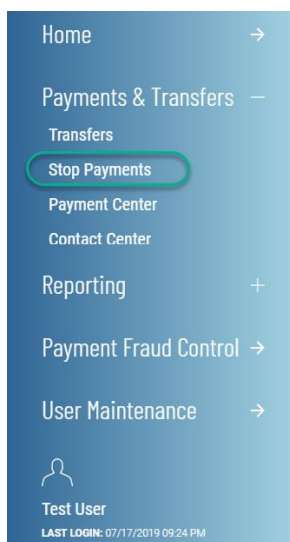


Quick Reference Guide – Stop Payment

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's a section titled 'STOP PAYMENTS' with a '+ Add Stop Request(s)' button and a refresh icon. A table lists stop payments with columns: ACTIONS, STATUS, ACCOUNT NAME, ACCOUNT NUMBER, CHECK NUMBER/RANGE, AMOUNT, STOP REASON, and EXPIRATION DATE. The table shows five rows of data. At the bottom, there's a pagination bar showing 'VIEW 1-5 OF 31' and a 'DISPLAY' dropdown set to 5, with page numbers 1, 2, 3, ..., 7, >.

Quick Reference Guide – Stop Payment

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

[<](#) Stop Payment Request

Account Details

Account Name	Account Number	Check Number/Range	Amount
Operating Account	10010001	258	123.00
Stop Reason	Expiration Date	Response Description	Check Issue Date
Lost Check	10/08/2019	Stop Payment request accepted	04/08/2019
Payee	Bank Trace Number	Initiated By	Stop Date
	20190980002	A Campbell	04/08/2019

BACK

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

[Filter](#) [Grid](#) [Print](#) [Download](#)

ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP REASON	EXPIRATION DATE
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Quick Reference Guide – Stop Payment

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 –

The screenshot shows a web form titled "< Stop Payment". The form contains several input fields: "ACCOUNT" (a dropdown menu with "Select" as the placeholder), "CHECK NUMBER" (a text input field), "AMOUNT" (a text input field with a greyed-out portion on the left and the label "Optional" to its right), "STOP DURATION" (a dropdown menu with the label "Optional" to its right), "STOP REASON" (a dropdown menu), and "ISSUE DATE" (a date picker icon). Below these fields is a "PAYEE" text input field. At the bottom left, there is a section titled "ADDITIONAL STOP REQUESTS" with a counter showing "1" and minus/plus buttons. At the bottom right, there are "SUBMIT" and "CANCEL" buttons. Annotations include a green circle around the "CHECK NUMBER" field, a blue circle around the "Range" link, and a green rounded rectangle around the "ADDITIONAL STOP REQUESTS" section.

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

This screenshot shows the form after selecting the "Range" option. The "CHECK NUMBER" field is now split into "From" and "To" text input fields. The "STOP DURATION" field is a dropdown menu with the label "Optional" to its right. A "Clear" link is visible to the right of the "STOP DURATION" field. The "ACCOUNT" dropdown menu remains with "Select" as the placeholder. The "STOP REASON" dropdown menu is also present.

Click on the Single link to revert the input form back to a single stop payment, as needed.

Quick Reference Guide – Stop Payment

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

ACCOUNT <div>Select</div>	CHECK NUMBER Range <div></div>	AMOUNT Optional <div><div></div><div></div></div>	X
STOP DURATION Optional <div>6 months</div>	STOP REASON Optional <div></div>	ISSUE DATE Optional <div></div>	
PAYEE Optional <div></div>			

ACCOUNT <div>Select</div>	CHECK NUMBER Range <div></div>	AMOUNT Optional <div><div></div><div></div></div>	X
STOP DURATION Optional <div>6 months</div>	STOP REASON Optional <div></div>	ISSUE DATE Optional <div></div>	
PAYEE Optional <div></div>			

ADDITIONAL STOP REQUESTS

-

1

+