

Stop Payment

Create and view stop payments on single checks or range of checks issued.

Create Stop Payment

- Go to **Payments > Stop Payment > Create Stop Payments**
- Account:** Use the Search to **Select** an account
- Select **Single Check** or **Range of Checks**
- Check Number:** Enter a single check or Range of Checks
- Check Date:** Enter the date on the single check
- Check Amount:** Enter the single check amount
- Payee:** Enter the Payee name
- Remarks:** Enter additional information about the stop payment. Use the plus symbol for additional lines.
- Click **Review**
- Review the details, then click **Confirm**
- Confirmation message will appear, **Stop Payment successfully created.**

The first screenshot shows the 'Add New Stop Payment' form with the following fields: Account (Search), Check Number (Radio buttons for Single Check or Range of Checks), Check Date (Dropdown), Check Amount (Text input with USD currency), Payee (Text input), and Remarks (Text input with a plus icon for additional lines). The second screenshot is a zoomed-in view of the 'Check Number' and 'Remarks' fields, showing the 'Range of Checks' radio button selected and the 'Check Number' field with a range input (Check Number - Check Number).

NOTE: There may be a charge assessed with processing a stop payment. Review your financial institution's fee schedule for details.

Stop Payment Activity

Use Stop Payment Activity to search active stops, filter the stop payments, view the details about stop payments, or cancel stop payments.

Search Active Stop Requests

- Go to **Payments > Stop Payment > Stop Payment Activity**
- Expand the **Search Active Stop Requests** panel
- Complete the fields in the Search Active Stop Requests panel, as necessary.
 - Accounts:** Select a single account or leave All Selected
 - Status:** Select any combination of statuses
 - Check Number:** Select All, Specific Check Number, or Check Range
 - Check Amount:** Select Specific Amount or Amount Range
 - Check Date:** Select Specific Date or Date Range
 - Created Date:** Select either Date Range or Specific Date
 - Payee:** Enter the payee's name
- Select **Search**

The screenshot shows the 'Search Active Stop Requests' panel with the following fields: Accounts (Dropdown), Status (Dropdown), Check Number (Dropdown), Check Amount (Dropdown), Check Date (Dropdown), Created Date (Dropdown), and Payee (Text input). There are also date range input fields for Check Date and Created Date.

Cancel Stop Payment

- Go to **Payments > Stop Payment > Stop Payment Activity**
- Locate the stop payment, select **Cancel** to the right side of the stop.
- Enter a comment, if necessary, then **Confirm**

	Account	Check Number	Amount	Check Date	Created Date	Expiration Date	Status	Payee	Details	Cancel
	Test 3444	1234	\$1.00	11/08/2024	11/08/2024 09:40AM	05/08/2025	Active	John Doe	Details	Cancel