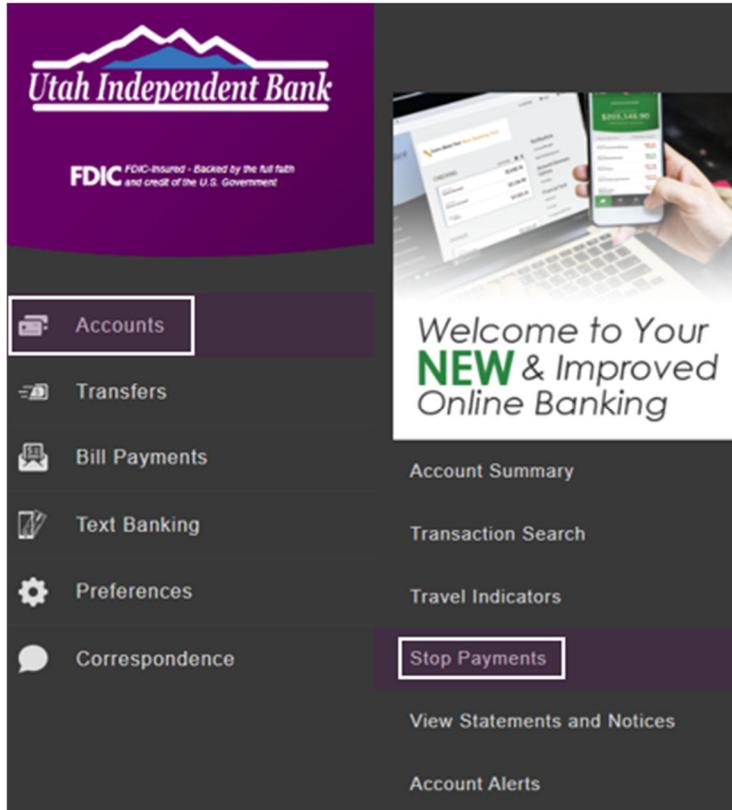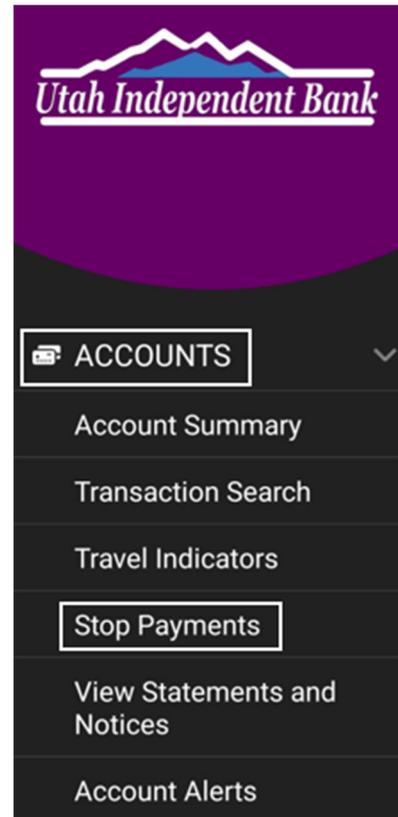# HOW TO INITIATE A STOP PAYMENT REQUEST

To initiate a Stop Payment request, go to Menu, Accounts, Stop Payments.
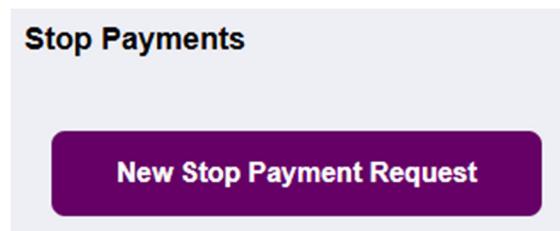
<table>
<tr><td>Website</td><td>Phone</td></tr>
</table>

- Click the New Stop Payment Request button

- Enter applicable information for each field
  - Fields with an * are required; more information helps
  - If only one check was lost/stolen, enter the same check number in both the Low and High check number fields
- Click Submit Stop Payment Request

New Stop Payment Request

*Account

Select Account ⌄

Check amount

*Low check number

High check number

*Check date

📅

Payable to

Reason

Comment

Cancel   **Submit Stop Payment Request**

- After submission, a message will display indicating a stop payment was submitted
- If the check has already been posted to your account, a message will display indicating you must contact the bank for further assistance
- Once submitted, your bank account may be charged applicable fees
- Stop Payment requests expire after 6 months