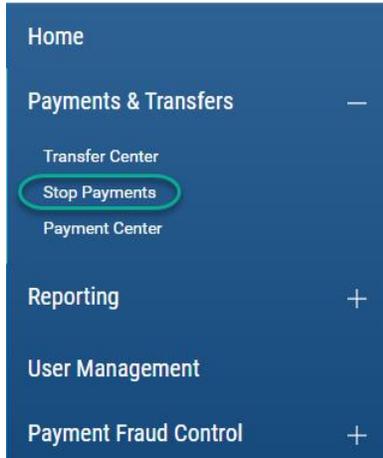# Quick Reference Guide – Stop Payment

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.
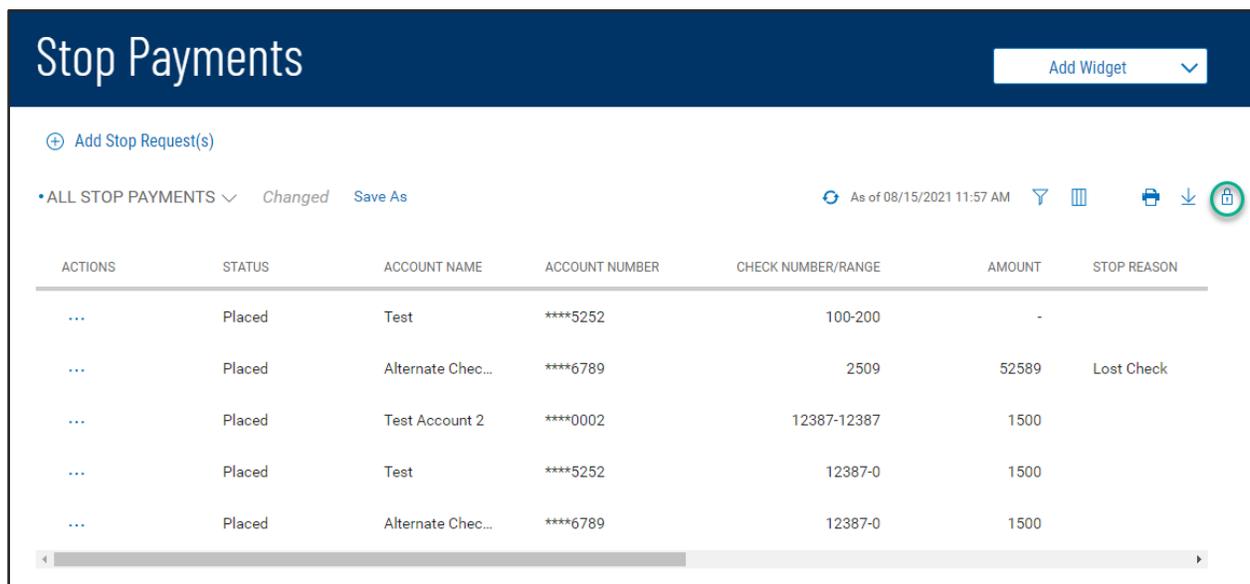
To access the Stop Payments workspace, open the left navigation menu, click to expand the Payments & Transfers menu, then select the Stop Payments link.

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.

To view the Account Number without masking, click on the 🔒 icon to unlock masking.

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**
Disbursement Account	****0007	124916	620.00

Stop Reason	**Expiration Date**	**Response Description**	**Check Issue Date**
Lost Check	07/06/2022	Stop Accepted	12/31/2021

Payee	**Bank Trace Number**	**Initiated By**	**Stop Date**
Best Shipping Company	20220060024	Test User	01/06/2022

back

Placing Stop Payment(s)

Click on Add Stop Request(s) link:

⊕ Add Stop Request(s)

• ALL STOP PAYMENTS ∨   *Changed*   Save As   ↻ As of 08/15/2021 12:04 PM   ▽   ▥   🖶   ↓   🔒

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 –

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

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 –