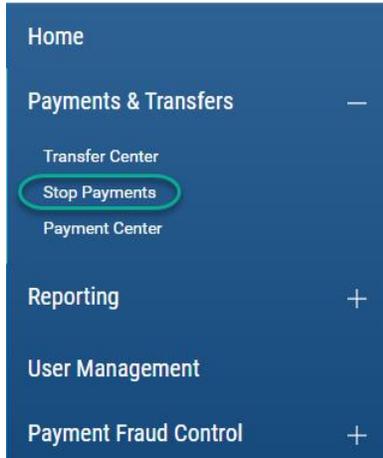


Quick Reference Guide – Stop Payment

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.

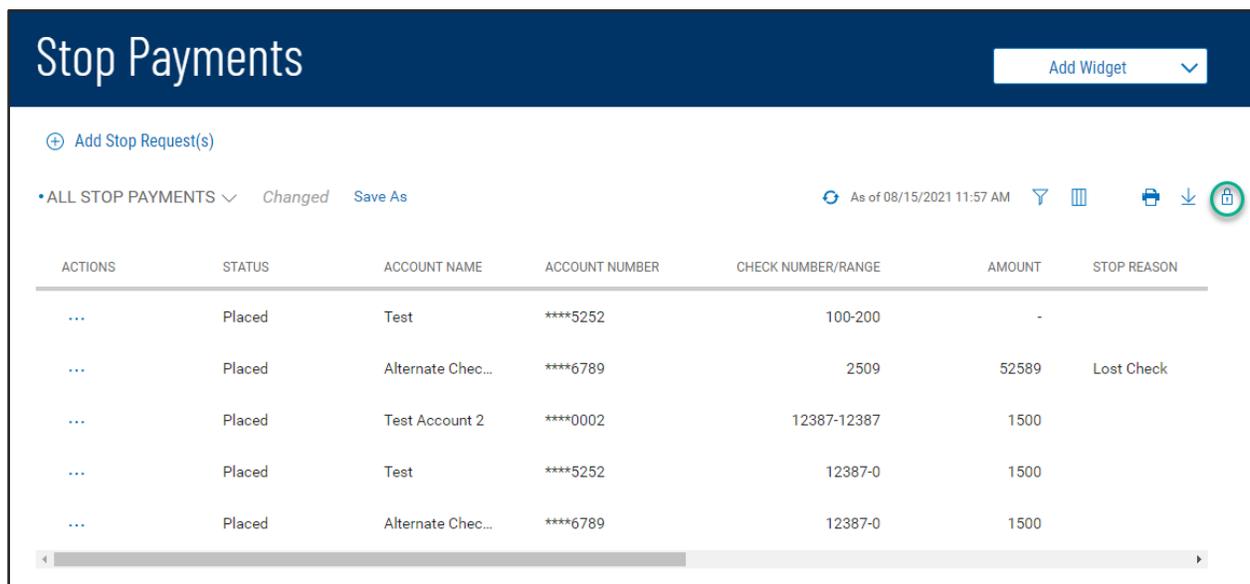
To access the Stop Payments workspace, open the left navigation menu, click to expand the Payments & Transfers menu, then select the Stop Payments link.



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.

A screenshot of the 'Stop Payments' workspace. At the top, there's a header 'Stop Payments' and an 'Add Widget' button. Below the header, there's a '+ Add Stop Request(s)' link. The main area shows a table with columns: ACTIONS, STATUS, ACCOUNT NAME, ACCOUNT NUMBER, CHECK NUMBER/RANGE, AMOUNT, and STOP REASON. The table contains five rows of data. There are also filters and a 'Save As' option at the top of the table area.

ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP REASON
...	Placed	Test	****5252	100-200	-	
...	Placed	Alternate Chec...	****6789	2509	52589	Lost Check
...	Placed	Test Account 2	****0002	12387-12387	1500	
...	Placed	Test	****5252	12387-0	1500	
...	Placed	Alternate Chec...	****6789	12387-0	1500	

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 Disbursement Account	Account Number ****0007	Check Number/Range 124916	Amount 620.00
Stop Reason Lost Check	Expiration Date 07/06/2022	Response Description Stop Accepted	Check Issue Date 12/31/2021
Payee Best Shipping Company	Bank Trace Number 20220060024	Initiated By Test User	Stop Date 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](#)

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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 –

< Stop Payment

ACCOUNT CHECK NUMBER Range AMOUNT

STOP DURATION Optional STOP REASON Optional ISSUE DATE Optional

PAYEE Optional

ADDITIONAL STOP REQUESTS: - 1 +

SUBMIT cancel

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

ACCOUNT CHECK NUMBER Single STOP DURATION Optional

STOP REASON Optional

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 Select	CHECK NUMBER Range	AMOUNT	X
STOP DURATION Optional Select	STOP REASON Optional Select	ISSUE DATE Optional Select	
PAYEE Optional 0/30			
ACCOUNT Select	CHECK NUMBER Range	AMOUNT	X
STOP DURATION Optional Select	STOP REASON Optional Select	ISSUE DATE Optional Select	
PAYEE Optional 0/30			

ADDITIONAL STOP REQUESTS

- 1 +