

ADDING A STOP PAYMENT GUIDE

Stop Payments

1. From the dashboard, select the account you wrote the check from.



2. Select the Stop Payments button from the right side of the menu.

USINESS 0003 -					\$2	10.00 Current ①
Transactions	± @ Q	ß	B	Money	E-® Ston	Alert
XXX-XXX-XXXX	\$4.59	Documents	eStatements	Manager	payments	preferences
XXX-XXX-XXXX	+\$5.00 \$214.59	کېک Settings	Attach to a conversation			

3. Select A single check or A range of checks.



Stop Payment on a Single Check

4. Enter the check number, check date, and payee. The Reason field is optional. Click Submit.

<	Stop payments BUSINESS 0003 xxxx	
Check #		
Check amount		
Enter "0" if unknown or if it does	not apply.	
Check date		
Select		>
Payee		
Reason		
Select		>
	Submit	

5. Review the details and select Confirm.

<	Confirm stop payment BUSINESS 0003 XXXX
Check number	
500 Check amount	
0.00 Check date	
10/1/2024 Payee	
Standard Oil Reason	
Lost	
Fees	
Servicing	\$30.00
There is a \$30.00 must be received paper checks can branches or call u Clearing House (A	fee for each stop payment you place. To be effective, a Stop Payment Order in time to allow Sugar River Bank a reasonable opportunity to act on it. Only be stopped using this online process. You would need to visit one of our s during normal banking hours to place a stop payment on an Automated (CH) transaction.
	Confirm

Stop Payment on a Range of Checks

6. Enter the starting check number and the ending check number. The reason is optional. Select Submit.

<		
Start check #	- End check #	
Reason Select		>

7. Review the details and select Confirm.

<		Confirm stop pavment BUSINESS 0003 xxxx	
Check numbers			
100 - 200 Reason			
Destroyed			
Fees			
Servicing	\$30.00		

There is a \$30.00 fee for each stop payment you place. To be effective, a Stop Payment Order must be received in time to allow Sugar River Bank a reasonable opportunity to act on it. Only paper checks can be stopped using this online process. You would need to visit one of our branches or call us during normal banking hours to place a stop payment on an Automated Clearing House (ACH) transaction.

Confirm