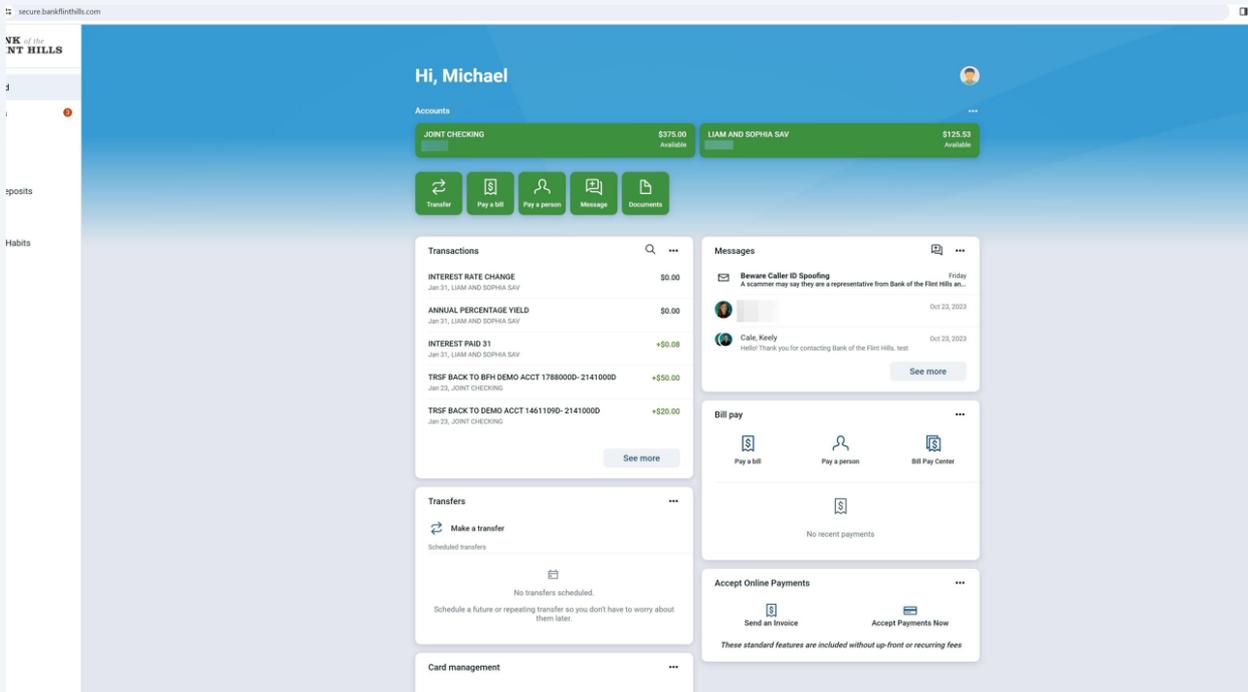


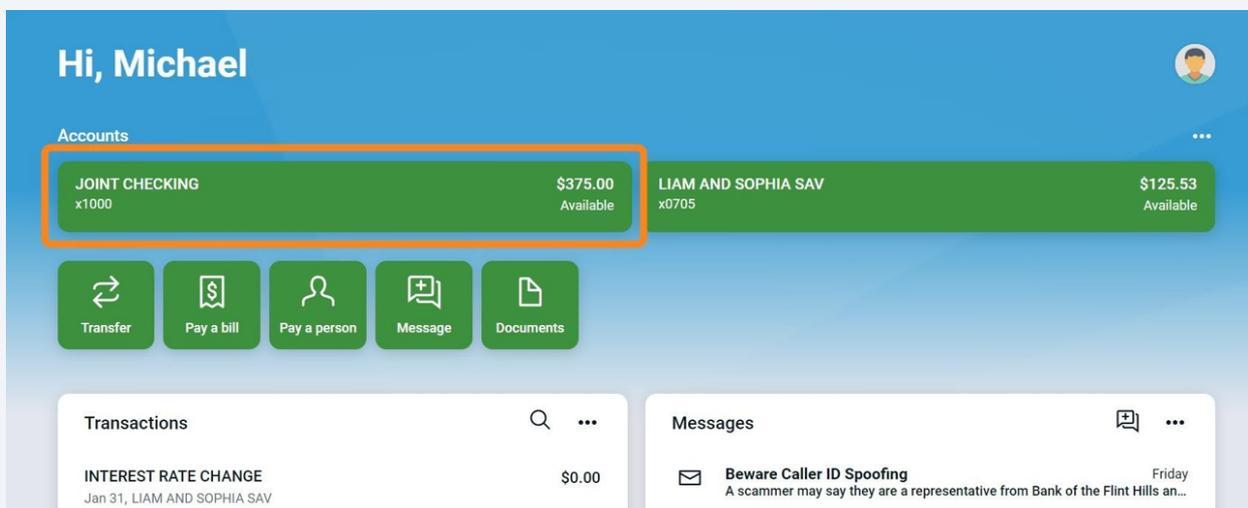
# Adding a Stop Pay through Online Banking



1 Log in to your online banking.



2 Click on the account you'd like to add a stop pay for.



3

Click on the "Stop Payments" option from the choices below.



4

Stop Payments can be added to a single check or a range. Select the appropriate option for your use case.

< **Stop payments**  
JOINT CHECKING (x1000)

---

What do you want to stop?

---

 **A single check** >  
Stop a single check from being cashed.

---

 **A range of checks** >  
Stop a consecutive range of checks from being cashed.

5

Fill out the check information

**Stop payments**  
JOINT CHECKING (x1000)

---

Check #  
1001

---

Check date  
12/11/2023 >

---

Payee  
Liam Carter

---

**Optional**

Check amount  
100.00

---

Reason  
Lost >

---

**Submit**

**6** Select what happened to the Check

**Stop payments**  
JOINT CHECKING (x1000)

---

Lost

---

Stolen

---

Destroyed

---

Not endorsed

---

Certified

---

Disputed

---

Returned merchandise

---

Stopped/canceled service

---

Other

7

Click Submit



**Stop payments**  
JOINT CHECKING (x1000)

Check #

1001

Check date

12/11/2023



Payee

Liam Carter

**Optional**

Check amount

100.00

Reason

Lost



**Submit**

8

Click Confirm



### Confirm stop payment

JOINT CHECKING (x1000)

Check number

1001

Check amount

100.00

Check date

4/14/2024

Payee

Liam Carter

Reason

Lost

Fees

Servicing

\$30.00

A stop payment placed on a check using this system will remain in effect for 60 days. If you wish to extend this stop payment or place a stop payment on an ACH or automatic transaction, contact your branch for assistance. A signature is required to place a stop payment on all ACH or automatic transactions. A fee of \$30.00 is assessed for each stop payment placed on an account.

Confirm

9

Click Ok

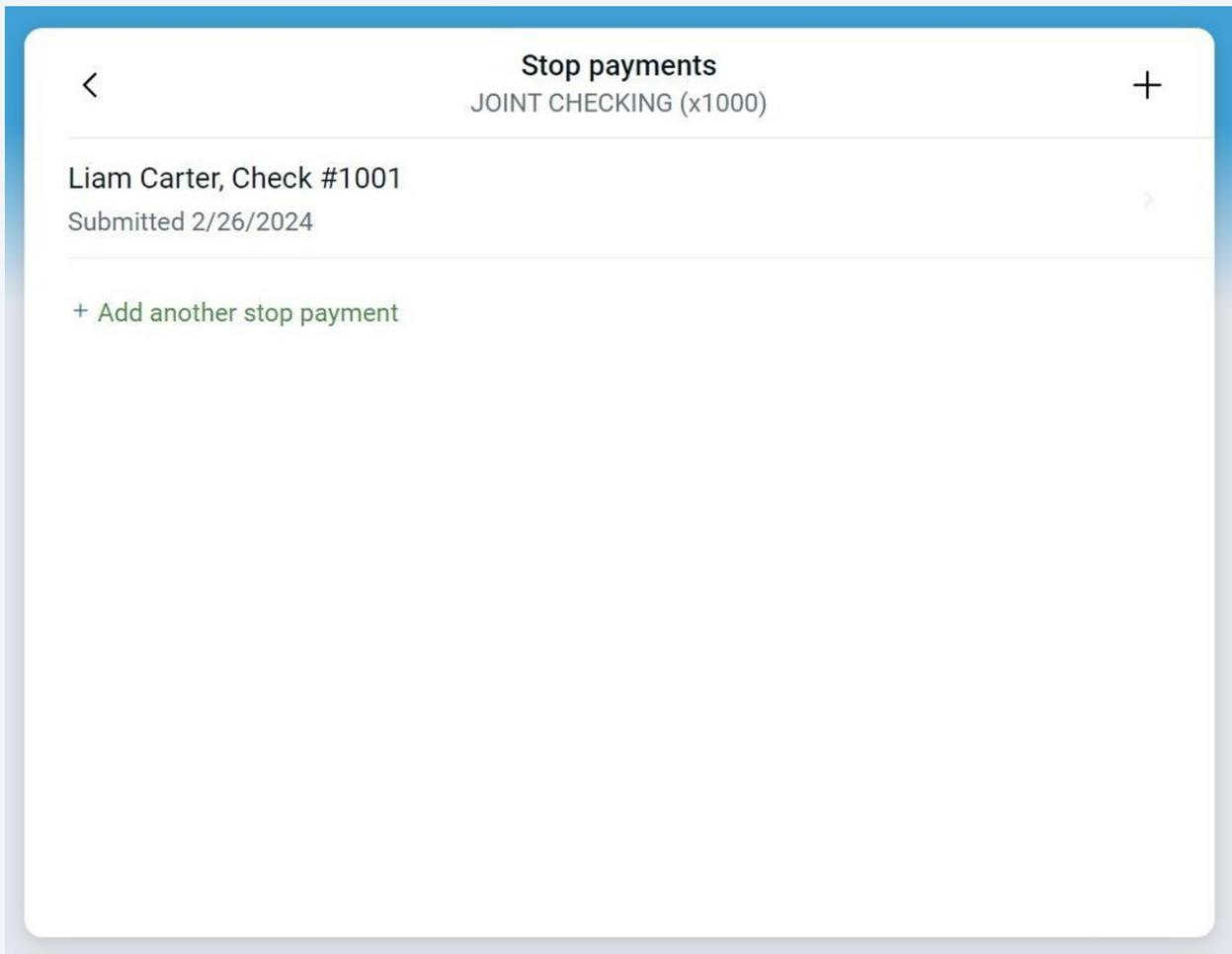


**Stop payment submitted**

Your stop payment has been submitted

OK

**10** Go back or select add another stop payment.



11

Stop Payments can be added to a single check or a range. Select the appropriate option for your use case.

< **Stop payments**  
JOINT CHECKING (x1000)

---

What do you want to stop?

---

 **A single check** >  
Stop a single check from being cashed.

---

 **A range of checks** >  
Stop a consecutive range of checks from being cashed.



**13** Select the reason for placing the stop payment.

**Stop payments**  
JOINT CHECKING (x1000)

<

---

Lost

---

Stolen

---

Destroyed

---

Not endorsed

---

Certified

---

Disputed

---

Returned merchandise

---

Stopped/canceled service

---

Other



**15** Click Confirm

< **Confirm stop payment**  
JOINT CHECKING (x1000)

---

Check numbers  
1500 - 2000  
Reason  
Stolen

---

Fees  
Servicing            \$30.00

A stop payment placed on a check using this system will remain in effect for 60 days. If you wish to extend this stop payment or place a stop payment on an ACH or automatic transaction, contact your branch for assistance. A signature is required to place a stop payment on all ACH or automatic transactions. A fee of \$30.00 is assessed for each stop payment placed on an account.

**Confirm**

**16** Click Ok



**Stop payment submitted**

Your stop payment has been submitted

OK

17

Click the back arrow to exit or add another stop payment.

