DIGITAL BANKING

QUICK GUIDE

TRUE

HOW TO STOP A CHECK PAYMENT

HOW TO STOP A CHECK PAYMENT THROUGH THE MOBILE APP

1. Click **More**
2. Click **Tools**
3. Click **Check Services**
4. Click **Stop A Payment**
5. **Fill in the information** requested
6. Read the Stop Payment Policy and accept the terms by clicking the **I Agree box**
7. Click **Submit Request**

HOW TO STOP A CHECK PAYMENT THROUGH ONLINE BANKING

1. Hover over **Tools**
2. Click **Check Services**
3. Click **New Stop Payment Request** button
4. Select **Account**
5. Enter **check number(s)**
6. Click **Search**
7. **Enter reason** for stop payment
8. Click **"I Agree"**
9. **Submit Request**