



# First Horizon BusinessConnect<sup>SM</sup>

Stop Payment



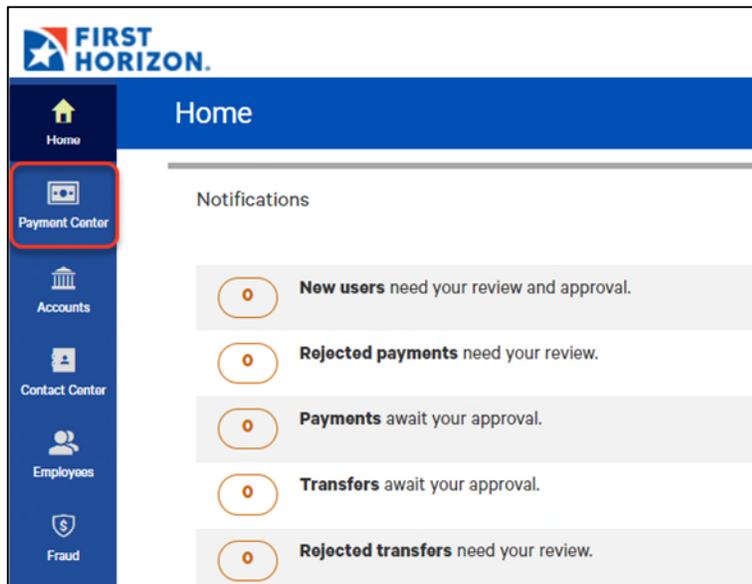


# STOP PAYMENT

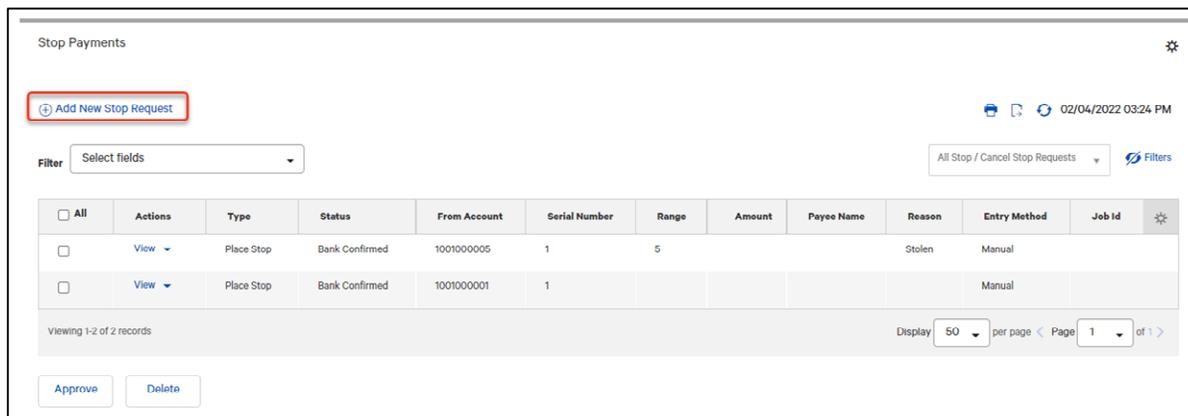
A stop request allows you to place a stop payment on an outstanding check.

## To place a stop payment on a check:

1. From the menu, click **Payment Center**.



2. Scroll down to the **Stop Payments** widget.
3. Click **Add New Stop Request**.



4. Select the proper stop type, check or pre-authorized debit, by clicking the appropriate icon.
5. Enter check detail information. Use the drop-down to select the **From Account**.
6. Enter the serial number of the check you want to stop payment on.

## NOTES

- You can stop a range of checks by clicking **Range** and then beginning and ending check numbers in the **To** and **From** fields (which become active after a number has been entered into the **Serial Number** field). When a check range is entered, the **Payee Name**, **Amount**, and **Date** fields will be unavailable for modification.
- The **Serial Number** field is not available if you selected **Pre-authorized Debit**.



7. Use the **Stop Duration** drop-down to select a period of time during which the stop will be in effect—for example, **24 hours**.
8. (optional) If necessary, enter a **Payee Name**.
9. (optional) Enter a **Memo** if necessary.
10. (optional) Enter the amount of the payment.
11. (optional) Use the calendar icon to select an **Issue/Void Date**.
12. (optional) Use the **Stop Reason** drop-down to select a reason for the stop—for example, **Insufficient Funds**.
13. Click **Save**.

← Stop Payments Total Stop Requests **1**

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Stop Type  Check

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\* From Account  \* Serial Number  Range  \* Stop Duration

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Payee Name  Memo  Amount  Date   Clear

Add  Stop Payment(s)

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**1** Total Stop Requests

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## NOTE

Stop payment(s) may require additional approval(s), depending on your entitlements.

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## STOP PAYMENT LIST

The **Stop Payments** widget displays a list of check entries including the following information about each entry:

- Company ID
- Company Name
- Place Stop/Cancel Stop
- Stop Type
- Type
- From Account
- Bank ID
- Serial Number, including a range if available
- Range
- Amount
- Memo, if available
- Check Issue Date
- Created By
- Payee Name
- Status
- Entry Date
- Duration
- Bank Confirmed: Date and time the bank confirmed the latest action on the item.
- Reason

Depending on its status and your entitlements, you can view, modify, delete, or approve items that appear in the list.

Stop Payments ⚙️

[+ Add New Stop Request](#) 🖨️ 📄 🔄 02/04/2022 03:24 PM

Filter  All Stop / Cancel Stop Requests  [Filters](#)

<input type="checkbox"/> All	Actions	Type	Status	From Account	Serial Number	Range	Amount	Payee Name	Reason	Entry Method	Job Id	⚙️
<input type="checkbox"/>	<a href="#">View</a>	Place Stop	Bank Confirmed	1001000005	1	5			Stolen	Manual		
<input type="checkbox"/>	<a href="#">View</a>	Place Stop	Bank Confirmed	1001000001	1					Manual		

Viewing 1-2 of 2 records Display  per page < Page  of 1 >

[Approve](#) [Delete](#)



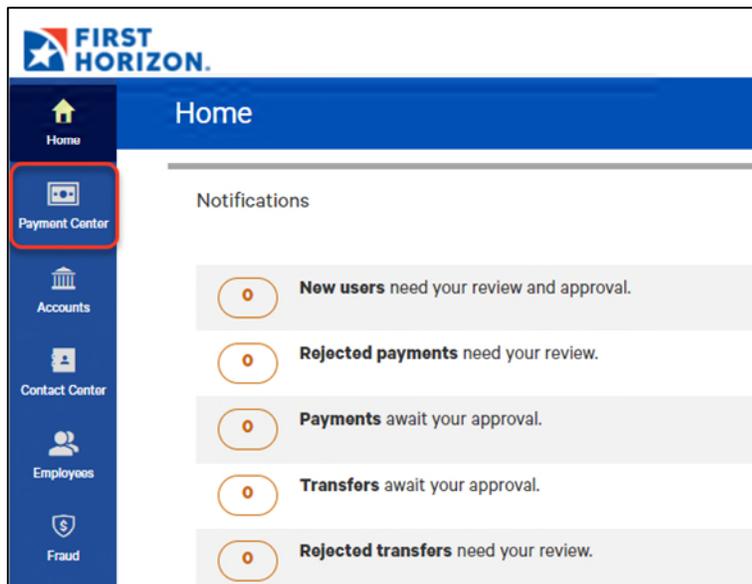
## APPROVE A STOP REQUEST

You can approve a stop request from either the **Check Issue Management** widget or the **Stop Payments** widget.

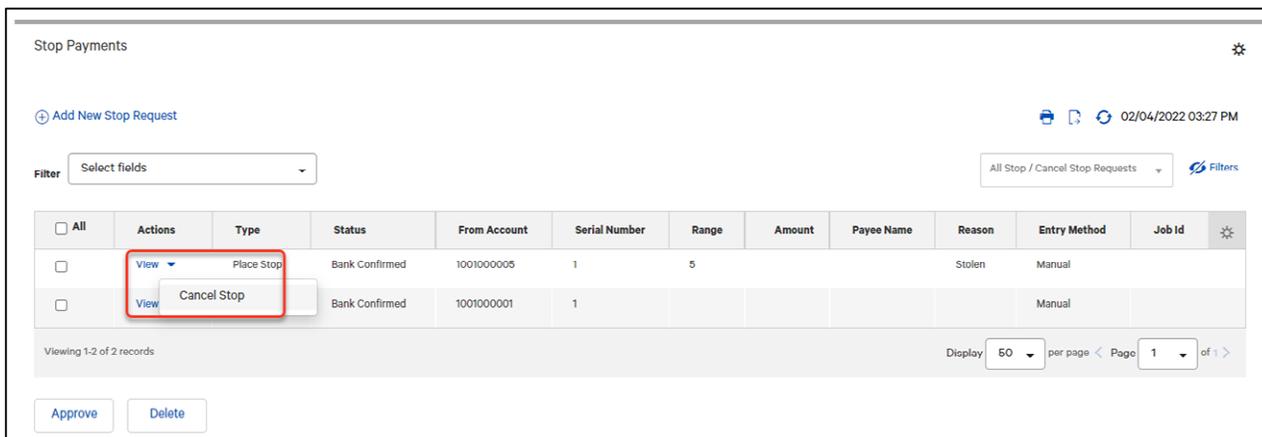
## CANCEL STOP PAYMENT

To cancel a stop payment:

1. From the menu, click **Payment Center**.



2. Scroll down to the **Stop Payments** widget.
3. Click the **View** drop down arrow.
4. Click **Cancel Stop**.



The system displays the **Cancel Stop Payment Request** screen.



5. Use the drop-down to select the **From Account**.
6. (optional) Enter a **Memo** if necessary.
7. Enter the serial number or range of numbers of the check(s) you want to stop payment on.
8. Enter an amount, if you are entering the serial number of a single check.
9. Click **Save**.

← Cancel Stop Payment Request

Enter Stop Type

\* Stop Type  
Check

Enter Cancel Stop Criteria

\* From Account  
1001000005

Memo  
[Text Field]

\* Serial Number      To  
1                      5

Specify a range

Amount  
[Text Field]

Payee Name  
[Text Field]

Save      Cancel

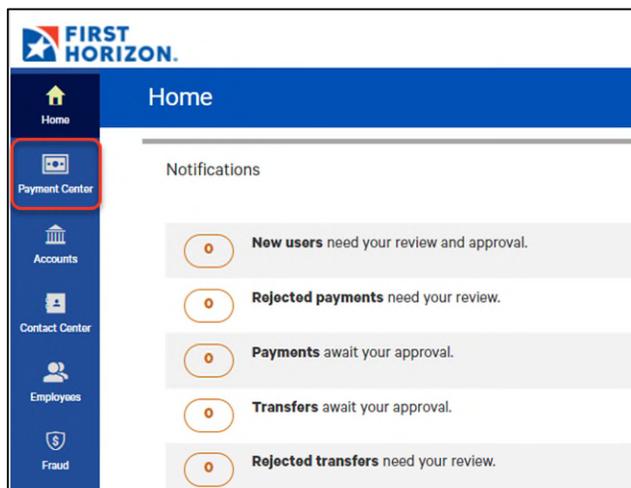


## PRINT THE STOP PAYMENT LIST

The **Print** option at the top right-hand corner of the **Stop Payment** list allows you to choose whether to print the entire list or selected items.

### To print the Stop Payments list:

1. From the menu, click **Payment Center**.



2. Scroll down to the **Stop Payments** widget.

3. If you want to print only selected stop payments, select them in the list and click the **Print** icon . To print all, just click the **Print** icon.

