

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**.

FIRST HORIZON.										
ft Home	Home									
Payment Conter	Notifications									
ش Accounts	• New users need your review and approval.									
Contact Center	• Rejected payments need your review.									
2	• Payments await your approval.									
Employees	• Transfers await your approval.									
Fraud	• Rejected transfers need your review.									

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

Stop Paymer	Stop Payments											
(+) Add New S	(a) Add New Stop Request											03:24 PM
Filter Select	t fields	-							All S	itop / Cancel Stop Reques	its 🔻	💋 Filters
	Actions	Туре	Status	From Account	Serial Number	Range	Amount	Payee Name	Reason	Entry Method	Job Id	\$
	View 👻	Place Stop	Bank Confirmed	1001000005	1	5			Stolen	Manual		
	View 👻	Place Stop	Bank Confirmed	1001000001	1					Manual		
Viewing 1-2 of	Viewing 1-2 of 2 records Display 50 - per page < Page 1 - of 1 >											
Approve	Delete											

- 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 Re	quests 1
Stop Type					
*From Account Q	*Serial Number Range	* Stop Duration Select •]		
Payee Name	Memo	Amount	Dato	Stop Reason Select v	Clear
Add 1 Stop Payment(a) Add					
1					
I Total Stop Requests Save Cancel					

NOTE

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



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											03:24 PM	
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	View 👻	Place Stop	Bank Confirmed	1001000001	1					Manual		
Viewing 1-2 of 2	records								Display 50	per page < Pag	ie 1 🗸	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**.

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ft Home	Home										
Payment Center	Notifications										
ش Accounts	• New users need your review and approval.										
Contact Center	• Rejected payments need your review.										
2	Payments await your approval.										
Employees	• Transfers await your approval.										
Fraud	• Rejected transfers need your review.										

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

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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 Sto	p Payment Request
Enter Stop Type	
• Stop Type	
Check	*
Enter Cancel Stop Criter	ia
* From Account	
1001000005	*
Memo	
* Serial Number	То
1	5
Specify a range	
Amount	
Payee Name	
Save Cance	4



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 enter 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.

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

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