



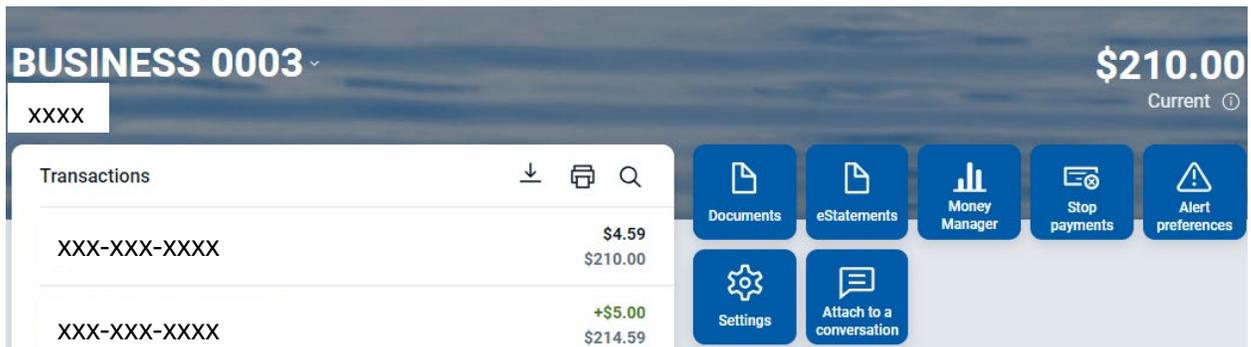
ADDING A STOP PAYMENT GUIDE

Stop Payments

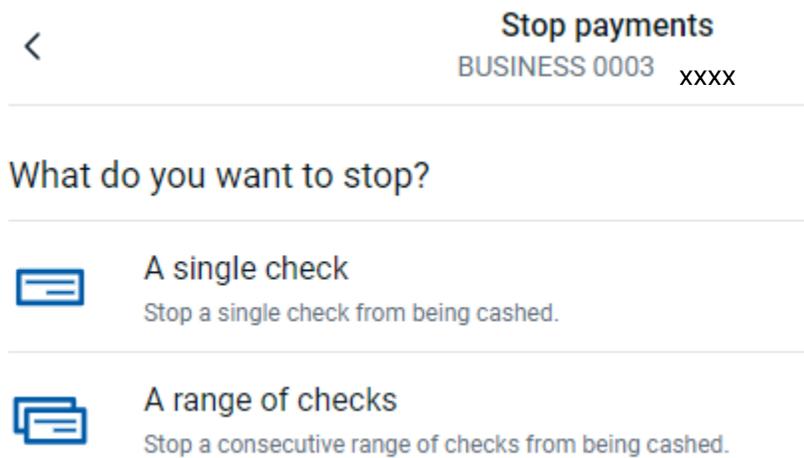
1. From the dashboard, select the account you wrote the check from.



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



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 



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 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

Stop Payment on a Range of Checks

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

< **Stop payments**
BUSINESS 0003 XXXX

Start check # _____ - End check # _____

Reason
Select >

7. Review the details and select Confirm.

 **Confirm stop payment**
BUSINESS 0003 XXXX |

Check numbers
100 - 200
Reason
Destroyed

Fees

Servicing	\$30.00
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Confirm