

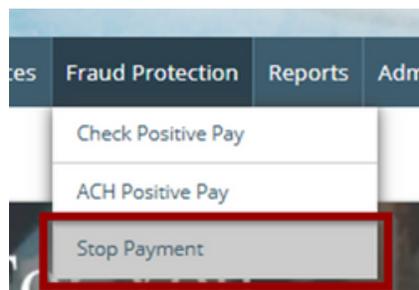
# Creating a Stop Payment

Digital Business Banking Platform Guide

This guide explains how to place a stop payment on checks using our business banking platform. Log in to your business online banking platform and follow the steps below for each process.

## Issuing a Stop Payment

Go to Fraud Protection and click on **Stop Payment**.



**Single check** - If you have a stop payment for just one check, leave the circle checked as it is. Enter the following information:

### Stop Payment

A fee will be charged for each stop payment request. By clicking Confirm, you are accepting the fee and submitting your Stop Payment request. For more information, please check the account documentation you received when you opened your account.

Stop payment   For a single check  For multiple checks

- Check Number: Enter in check number that you want to stop.
- Tax ID: Select the business name from the dropdown menu for the account used to issue the check.
- Paid from: Account number the check was drawn from.

- Issued on: Date written on the check.
- Check amount: Value written on the check.
- Payee name: Name written on the check
- Reason: The explanation for placing a stop payment
  - This reason is required if you need to check the status of a stop payment or release it at a later time.
- Click Submit

**Multiple checks** - Click the 'For multiple checks' circle at the top of the screen. Enter the following information

**Stop Payment**

A fee will be charged for each stop payment request. By clicking Confirm, you are accepting the fee and submitting your Stop Payment request. For more information, please check the account documentation you received when you opened your account.

Stop payment   For a single check  For multiple checks

From  First number through  Last number

Tax ID  Test Client Trust

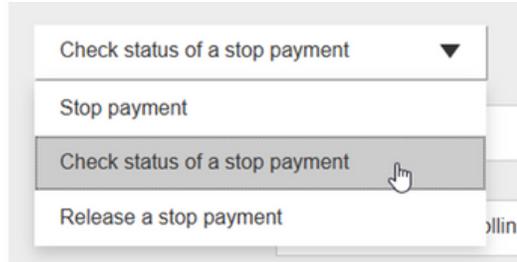
Paid from Trust Interest Checking \*3121

Reason  Enter reason

- Enter in the check number: first number to last number.
- Tax ID: Select the business name from the dropdown menu for the account used to issue the check.
- Paid from: Account number the check was drawn from.
- Reason: The explanation for placing a stop payment
- This reason is required if you need to check the status of a stop payment or release it at a later time.
- Click **Submit**

## Check Status of a Stop Payment

- Go to Fraud Protection and click on **Stop Payment**.
- Click on the drop-down menu and select **Check status of a stop payment**.

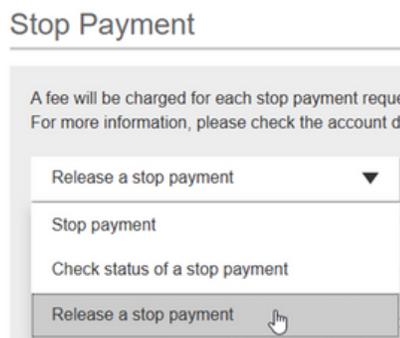


- For either Single or Multiple checks, enter the check(s) information.
- Click **Submit**

## Release a Stop Payment

This process is necessary when you no longer want to prevent a check from being paid.

- Go to Fraud Protection and click on **Stop Payment**.
- Click on the drop-down menu and select **Release a stop payment**.



- Enter the check information from the check.
- Click **Submit**

## Questions?

Visit [myfw.com/digital-banking/](https://myfw.com/digital-banking/) or contact your Private Banker for additional information.