MID PENN BANK®

Stop Payment Quick Reference Guide

Create a Stop Payment

1. Click on the **Control & Recon** menu and choose **Stop Payments** from the drop-down menu.
2. Choose the account.
3. Update the contact information if needed.
4. Choose whether or not to update Notify Me options for various transaction subscriptions.
5. You can choose an individual stop payment request or a range of checks by selecting the appropriate tab.
6. For individual checks, input the check number, date written, amount, who it is written to, and the reason for the stop payment.
   a. Click on **Request Stop Payment**.
7. For a range of checks, input the reason for the stop payments, the starting check number, and the ending check number.
   a. Click on **Request Stop Payment**.
8. You will then need to confirm your request.
9. Select **Complete** if the information is correct. Select **Edit** if corrections are needed.
10. The system will return a message that your request has been accepted.
11. Once you see that the transaction is completed, select **Return.**

Any Questions Please Contact:

Cash Management Operations
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888-999-2644

Monday-Friday 8:00 AM-5:00 PM ET (Closed weekends and Government Holidays)