



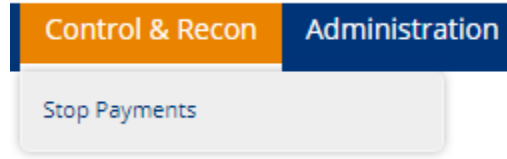
COMMERCIAL CENTER
Stop Payment Guide

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Create a Stop Payment


Click on the **Control & Recon** menu and choose **Stop Payments** from the drop-down menu.



Stop Payments : Request Stop Payment

— Current Progress — **1** Request — **2** Review — **3** Complete —

Request Stop Payment


* Account 

Memo



* Company Name


* Contact Name

Phone Number

 **Notify Me** None Selected

Stop Individual Checks Stop Check Range

* Check	* Date Written	* Amount	* Written to	* Reason
<input type="text" value="1234"/>	<input type="text" value="10/07/2020"/> 	<input type="text" value="1.00"/>	<input type="text" value="John Smith"/>	<input type="text" value="Duplicate Payment"/> 

 Add Another Check

* indicates required fields
Page generated on 10/08/2020 at 11:10 AM EDT

You can choose an individual stop payment request or a Range of checks by selecting the appropriate tab. Once complete, Click on **Request Stop Payment**.

Once you have reviewed the information, click **Complete** to submit the request.

Confirm Stop Payment

— Current Progress — 1 Request — 2 Review — 3 Complete —

Please confirm this stop payment

Company Name Mid Penn Bank

Contact Name Angie Curran

Phone Number (570)617-1134

Memo

Account *3333 - DDA (Test Checking)

Stop Request	Check	Date Written	Amount	Written to	Reason
	1234	10/07/2020	\$1.00	John Smith	Duplicate Payment

* indicates required fields
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The system will return a message that your request has been accepted.

Stop Payments

— Current Progress — 1 Request — 2 Review — 3 Complete —

✔ Request has been accepted as of 10/08/2020.

Stop Payment Details

Company Name Mid Penn Bank


Contact Name Angie Curran

Phone Number (570)617-1134

Memo

Account *3333 - DDA (Test Checking)

Checks

Check	Date Written	Amount	Written to	Reason	Transaction Number	Action
1234	10/07/2020	\$1.00	John Smith	Duplicate Payment	STP-00000392	Stop 

 Return

* indicates required fields
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