

# Stop Payments

## Initiate Stop Payment Requests

1. Roll over **Account Services** tab, under Stop Payment, click **Stop Check Payments**.
2. Select:
  - Account
  - Input Reason (optional)
  - Choose Stop a Single Check or Stop a Range of Checks and input information
3. Click **Continue**.
4. Verify stop order, and click **Submit Request**.
5. Confirmation page is displayed.

## View Existing Stop Payments

1. Rollover **Account Services** tab, under Stop Payments, click **Existing Stops**.
2. Select:
  - Account(s)
  - Date Submitted
3. Click **Generate Report**.

**Note: This report will only display Stop Payments placed through Business Online Banking.**

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