

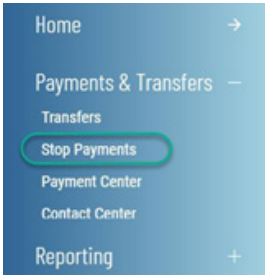
Bangor Savings Bank[®]

Treasury and Payment Services

Quick Reference Guide - Stop Payment

The Stop Payments workspace provides you the ability to place stop payment requests and to view the history of stop payments requests submitted through Treasury Online.

To access the Stop Payments workspace, open the left navigation menu, click to expand the Payments & Transfers menu, then select the Stop Payments link.



VIEW STOP PAYMENT(S)

The Stop Payment list view widget is pinned to the workspace, provides a history of the stop payments that have been submitted through Treasury Online.

A screenshot of the 'Stop Payments' list view widget. The title is 'Stop Payments' with an 'Add Widget' button. Below the title is a section for 'STOP PAYMENTS' with an 'Add Stop Request(s)' button and a 'Save' button. The main area contains a table with columns: ACTIONS, STATUS, ACCOUNT NAME, ACCOUNT NUMBER, CHECK NUMBER/RANGE, AMOUNT, STOP REASON, and EXPIRATION DATE. The table lists five stop payment requests. At the bottom, there is a 'VIEW 1-5 OF 31' indicator and a 'DISPLAY 5' dropdown menu.

ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP REASON	EXPIRATION DATE
...	Placed	Building Account	23235252	100-200	0		
...	Placed	Capital Account	123456789	2509	\$2,589.00	Lost Check	
...	Placed	Office Expenses	10010002	12387 12387	1,500.00		09/07/2019
...	Placed	Building Account	23235252	12387	1,500.00		09/07/2019
...	Placed	Capital Account	123456789	12387	1,500.00		09/07/2019

Click on View in the Actions column in the list view to see the details of any stop payment.

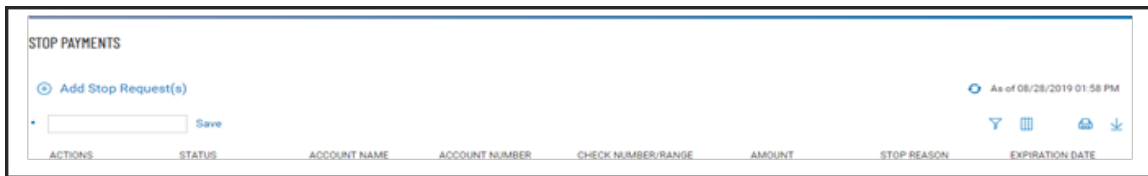
A screenshot of the 'Stop Payment Request' details view. The title is '< Stop Payment Request'. The content is organized into sections: 'Account Details', 'Account Information', 'Stop Reason', and 'Payee'. Each section contains key-value pairs for various fields.

Account Details			
Account Name	Account Number	Check Number/Range	Amount
Operating Account	10010001	258	123.00
Stop Reason	Expiration Date	Response Description	Check Issue Date
Lost Check	10/06/2019	Stop Payment request accepted	04/08/2019
Payee	Bank Trace Number	Initiated By	Stop Date
	20190980002	A Campbell	04/08/2019

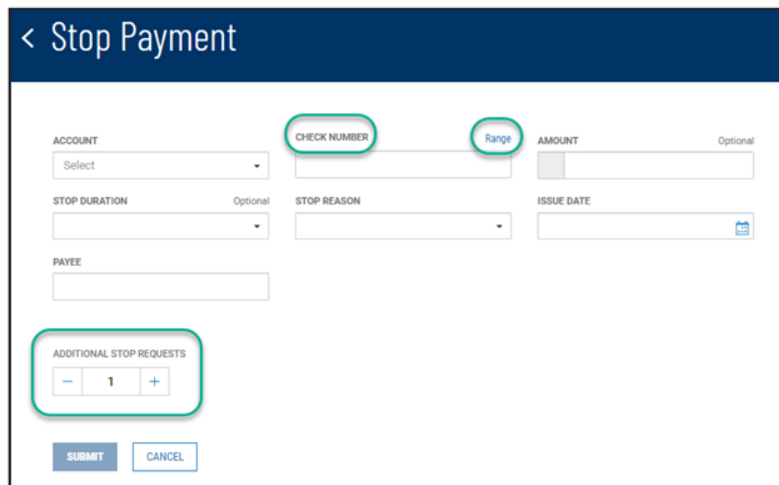
A 'BACK' button is located at the bottom left of the screen.

PLACING STOP PAYMENT(S)

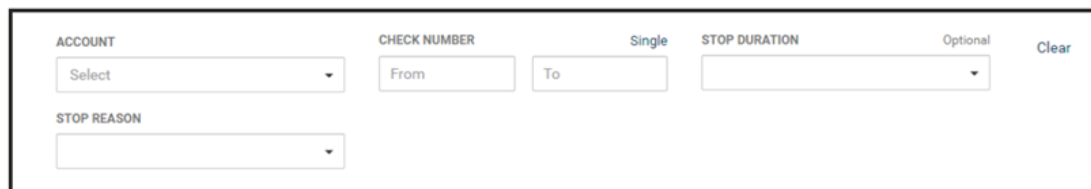
Click on Add Stop Request(s) link:



You can add a single, multiple or a range of Stop Payment requests. Optional information on the input form are called out, the rest are required:



To add a range Stop Payment select Range, the input fields will dynamically present appropriate information needed for a range stop payment:



Click on the Single link to revert the input form back to a single stop payment, as needed.

To add multiple stop payments, enter the desired number of stop payments to add. Click X to remove an unneeded input form.

Enter all required fields and click to submit.