

Services

Stop Payment

If you're ever worried about a pending written check, you can initiate a stop payment request to prevent the check from being cashed. Once approved, the stop payment remains in effect for 6 months. If you need current fee information, please call our Member Service Center at 216-535-3200.

Stop Payment

Complete the fields below to make a stop payment request based on known payment information.

REQUEST TYPE *	Are you requesting to stop payment on one or multiple checks?
ACCOUNT *	Single Check
	Multiple Checks
NOTE	* - Indicates required field

[Back](#) [Send Request](#)

Single Check

In the **Services** tab, click **Stop Payment**.

1. Select "Single Check."
2. Select the appropriate account.
3. Enter the check number and click **Send Request**.
4. (Optional) Enter the payee and click **Set**.
5. (Optional) Enter the amount.
6. (Optional) Enter the date of the check using the calendar.
7. (Optional) Enter a description under "Note" and click **Set**.
8. Click **Send Request** when you are finished.

Multiple Checks

In the **Services** tab, click **Stop Payment**.

1. Select "Multiple Checks."
2. Select the appropriate account.
3. Enter the starting check number and click **Save**.
4. Enter the ending check number and click **Save**.

5. (Optional) Enter the start date of the checks using the calendar.
6. (Optional) Enter the end date of the checks using the calendar.
7. (Optional) Enter a description under “Note” and click **Set**.
8. Click **Send Request** when you are finished.

NOTE: You can view the approval status of a stop payment in the Activity Center.