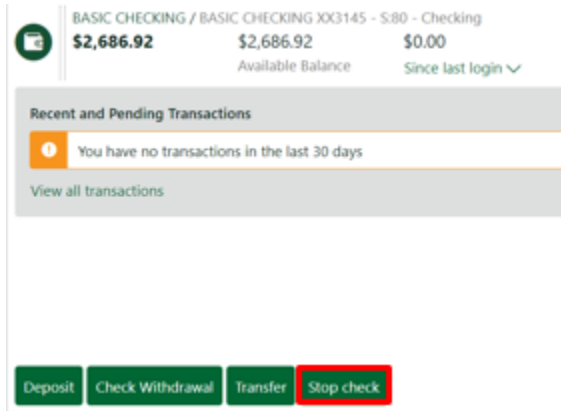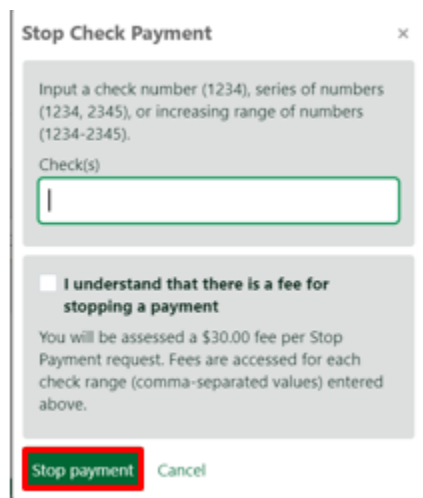**How do I stop a personal check payment?**

- o Navigate to the "***Accounts Overview***" page. Select "***Checking Account***" to review details.

- o Select the "***Stop check***" button.
- o A pop-up window will open to allow you to input the personal check number(s) you wish to stop.

- o Input the personal check number(s) and click the box to agree to the $30.00 stop payment fee.
- o Click ***"Stop payment"*** to submit the stop payment request.
- o If the information is correct on the confirmation window, you may close the window.

Stop Check Payment ×

✓ Hold record(s) have been created. ×
Payment will be stopped once the entered check(s) have been received.

Input a check number (1234), series of numbers (1234, 2345), or increasing range of numbers (1234-2345).

Check(s)

1234

☑ I understand that there is a fee for stopping a payment

You will be assessed a $30.00 fee per Stop Payment request. Fees are accessed for each check range (comma-separated values) entered above.

Close

Is there a fee to stop a personal check?
- o   Yes. There is a $30.00 fee per stop payment request.

How long does it take to process the stop check request?
- o   The stop payment is effective immediately once the request is submitted.

How long is the stop payment in effect?
- o   The stop payment request is effective for six months.

Can I stop more than one personal check at a time?
- o   Yes. You can submit a stop payment request for a single personal check, multiple personal checks, or a range of personal checks under the same stop payment request.

Will I be charged $30.00 for each personal check that I stop?
- o   The $30.00 fee is assessed for each stop payment *request* submitted, not each check submitted if it is the same request. You can submit a stop payment request for a single check, multiple checks, or a range of checks under the same stop payment request.

What do I do if a check is lost or stolen?
- o   Please contact an EMUCU Representative for further assistance or questions regarding cashier's checks.