*WEST*consin Business Connect
Check Stop Payment Guide

The following instructions will provide you with step-by-step details of submitting a Check Stop Payment on a single check or range of checks from your business account through Business Connect. If you have any questions or need additional assistance, please reach out to Business Services directly. If you are a business owner and would like to apply for Business Connect, CLICK HERE. If you are a business that currently uses Business Connect and have questions, CLICK HERE.
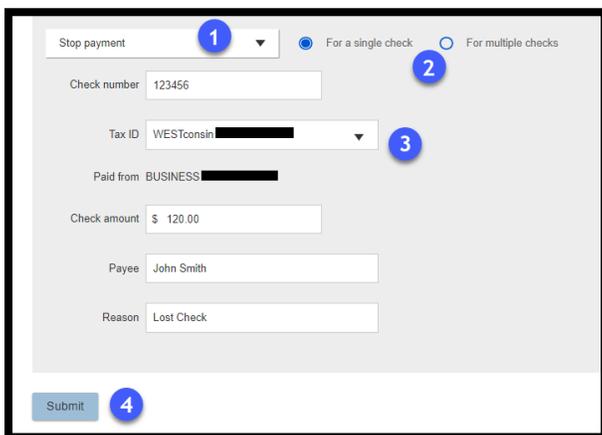
INFO

Check Stop Payment allows all Business Administrators and Business Users to submit stop payments online for checks that have not cleared the account. This service is not available on the Mobile App and is not applicable to stopping ACH items or Corporate Checks purchased in an office. Contact *WEST*consin Credit Union directly to place a stop on these items.

Accessing Stop Payments:

1. **Login** to Business Connect
2. **Click** Additional Services
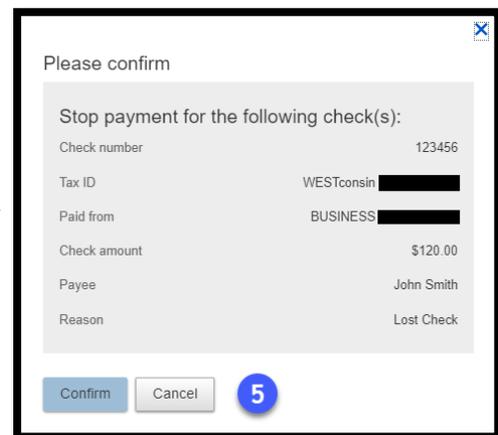3. **Select** Check Stop Payment

SUBMIT A STOP PAYMENT

1. **Select** the stop payment for either a Single Check or Multiple Checks
2. **Enter** all required information in the fields
   a. Check Number *as it reads in the MICR line (on the bottom of the check)*
   b. Tax ID
   c. Account Paid From
   d. Check Amount
   e. Payee
   f. Reason for Stop Payment
3. **Submit** the Stop Payment Form
4. **Confirm** the request
   a. Upon confirmation, a fee will be deducted from the checking account the stop was placed on.

REMOVING OR CONFIRMING STOP PAYMENT

- While this feature will not be available within Business Connect, you can do so by calling our Service Center at 800-924-0022 or stopping by one of our offices during regular business hours.

STOP PAYMENT STATUSES

- **Success!** – Stop payment was sucessfully submitted, no futher action is needed

> ✔ **Success!**
>
> Request to stop payment on Check #5678 was submitted successfully.
>
> Go back to stop payment on another check.
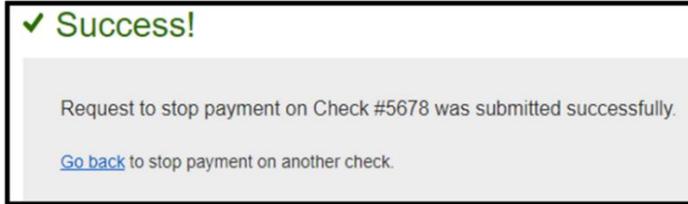
- **Check # could not be found**
  - This error message will show when you attempt to place a stop on an item that has already cleared. You will need to review account for cleared item and work with recipient of check to resolve.
  - This error message may display if you are trying to place a stop on a check that is on an account available to view via cross account access only. You must be logged into the account you are placing a Stop Payment on

> **Stop Payment**
>
> ⚠ **Check #1234 could not be found.** Check the information below and try again.
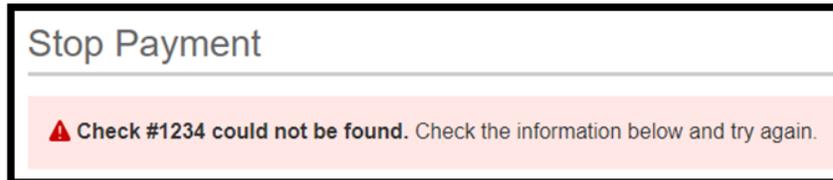
DISCLOSURE

The following is presented online when placing a Stop Payment:

Check Stop Payments requested using the below form will be placed on your account within 2 hours. By submitting the below form, you are instructing *WEST*consin Credit Union (Credit Union) to stop payment on the specified transaction(s) and check number(s) as it reads on the MICR line (information on the bottom of the check). The Stop Payment Order shall remain in effect indefinitely unless you request to cancel/revoke the order. To place a stop payment on an ACH item, a payment initiated via Bill Pay through *WEST*consin Online, or corporate check previously drawn on your account, please stop in an office or contact the Service Center at (800) 924-0022. You must be logged into the account you are placing a Stop Payment on.

A $25 fee will be assessed to the account in which the stop payment is being applied regardless of funds availability.

I understand that the Stop Payment Order Request must be received in time to give the Credit Union reasonable time to act upon it. My Stop Payment Order Request is conditional and subject to the Credit Union's verification that the item has not already been paid or that some other action to pay the item has not been taken. I further state that the debit transaction(s) was not originated with fraudulent intent by me or any person acting in concert with me. I certify under penalty of perjury that the foregoing is true and correct. This Stop Payment Order Request is subject to the Uniform Commercial Code as adopted by the State of Wisconsin, where the Credit Union's main office is located, to automated clearinghouse rules, to other local clearinghouse rules and to the Electronic Fund Transfers Act, as applicable.

Next Steps: If you are submitting a Stop Payment on item(s) you suspect will result in fraudulent activity (i.e. stolen mail, theft, etc.), contact WESTconsin Credit Union immediately as additional steps to protect your account(s) may need to be taken.