

Quick Reference Guide

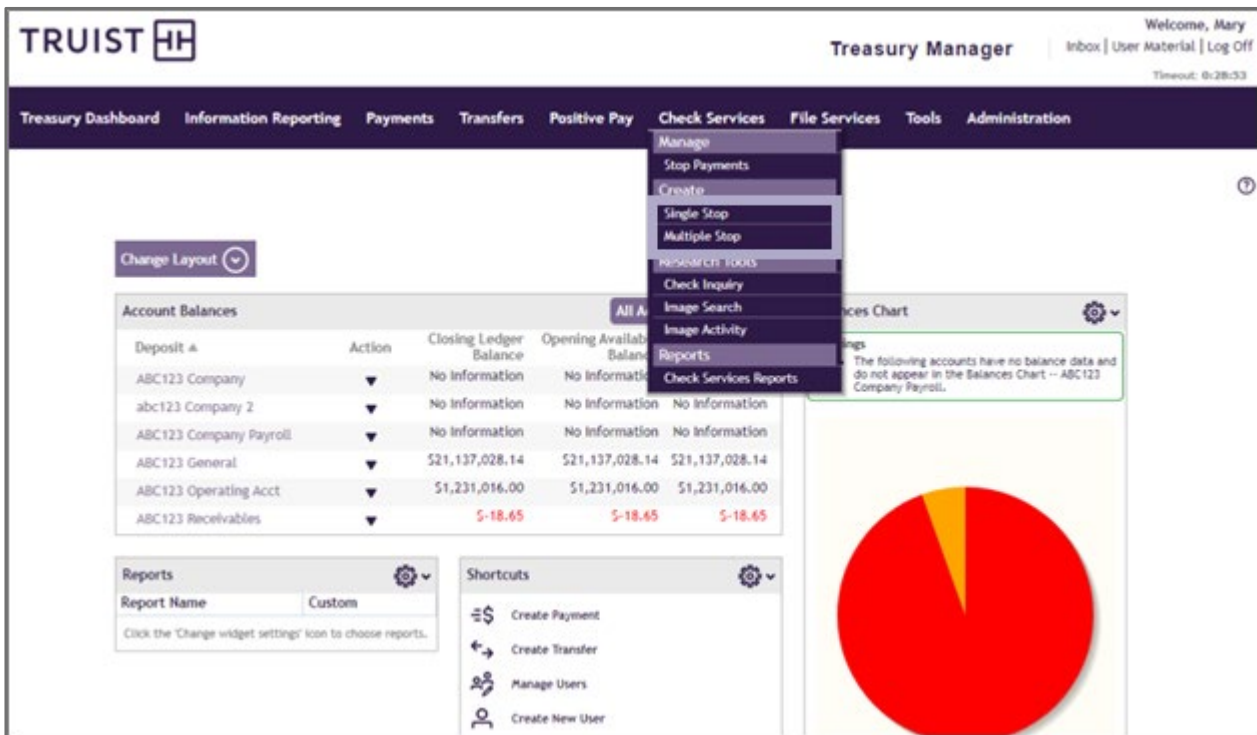
Truist Treasury Manager Creating and Managing a Check Stop Payment

With Truist Treasury Manager Check Services, you can request that Truist stops payment on one check, or a range of checks. Once you place a stop payment request, the transaction is processed immediately. Stop payments placed after the processing cut-off time will not be effective until the next business day.

Stop Payment Requests

To Create a Stop Payment Request:

1. From the main menu, select **Check Services**.
2. Click **Single Stop** or **Multiple Stop**.



3. Select the desired **Account** from the drop-down menu.
4. Choose the **Stop Type**: Single or Range.
5. Enter **Check Number** and any optional information, then click the **Continue** button.

Create Stop Payment

Use this page to request stop payment on a single check or a range of check numbers.

* Required

Account * 1234567891234 - ABC123 Company

Stop Type Single Range

Check Number * 110

Date Written 12/21/2021

Amount 150.00

Payee Cable Company

Reason For Stop Payment Lost in Mail

Memo Paid Online

[Continue](#) [Cancel](#)

- Preview the Stop Payment, then click either **Submit Stop Payment**, **Submit and Create Another**, or **Edit Stop Payment**. The Manage Stop Payments page will display with a success message.

Preview Stop Payment

Before submitting the request, use this page to review the stop payment details.

Account 1234567891234 - ABC123 Company

Expiration Term 6 Months

Check Number 110

Date Written 12/21/2021

Amount \$150.00

Payee Cable Company

Reason For Stop Payment Lost in Mail

Memo Paid Online

[Submit Stop Payment](#) [Submit and Create Another](#) [Edit Stop Payment](#) [Cancel](#)

To Manage Existing Stop Payment Requests:

- From the main menu, select **Check Services**.
- Under the Manage menu, select **Stop Payments**. For this example, note that the Status of the Stop Payment is *Awaiting Transmission*.

Manage Stop Payments

Use this page to manage existing requests for check stop payments.

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Check Number(s)	Account	Check Date	Amount	Type	Status	Expiration	Timestamp
101	1234567891234 - ABC123 Company	11/01/2021	\$150.00	Stop Request	Awaiting Transmission	05/18/2022	11/18/2021 19:41

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3. From the **Check Number(s)** column, select the link pertaining to the relevant check record. The Edit Stop Payment Request page displays.
4. Because the status is *Awaiting Transmission*, you can change information about the selected request as needed, or change the request to cover a range of checks.
Note: Once the Stop Payment is in *Sent* status, the only action available is Delete.
5. Click **Single** or **Range** from the **Stop Type** field.
6. Enter the desired check numbers into the **From** and the **To** fields. Enter a valid value.
7. Click the **Continue** button. The Preview Stop Payment page displays.

Preview Stop Payment
Before submitting the request, use this page to review the stop payment details.

Account 1234567891234 - ABC123 Company
Expiration Term 6 Months
Check Numbers From 201 To 210
Date Written 11/01/2021
Reason For Stop Payment Lost in Mail

Submit Stop Payment Submit and Create Another Edit Stop Payment Cancel

8. Verify the stop payment information is correct, then click the **Submit Stop Payment** button. Treasury Manager displays a message confirming the successful creation of the Stop Payment Request.

Getting Help

Click the **User Materials** link at the top right of any page or visit the Treasury Manager page of the **Treasury Resource Center** at truist.com/treasuryresourcecenter to access reference materials.

If you need additional assistance, contact Treasury Solutions Client Services at treasuryclientservices@truist.com or **800-774-8179**. Representatives are available from 8 am to 8 pm ET, Monday through Friday on bank business days.