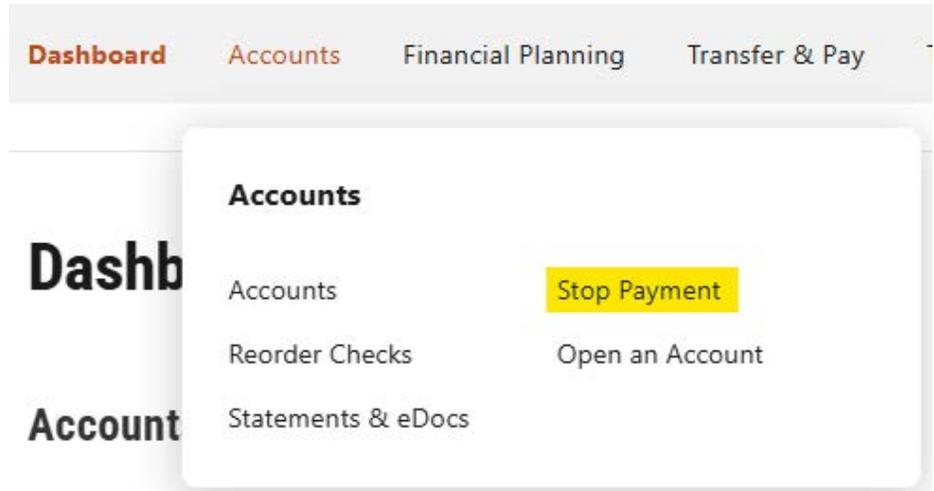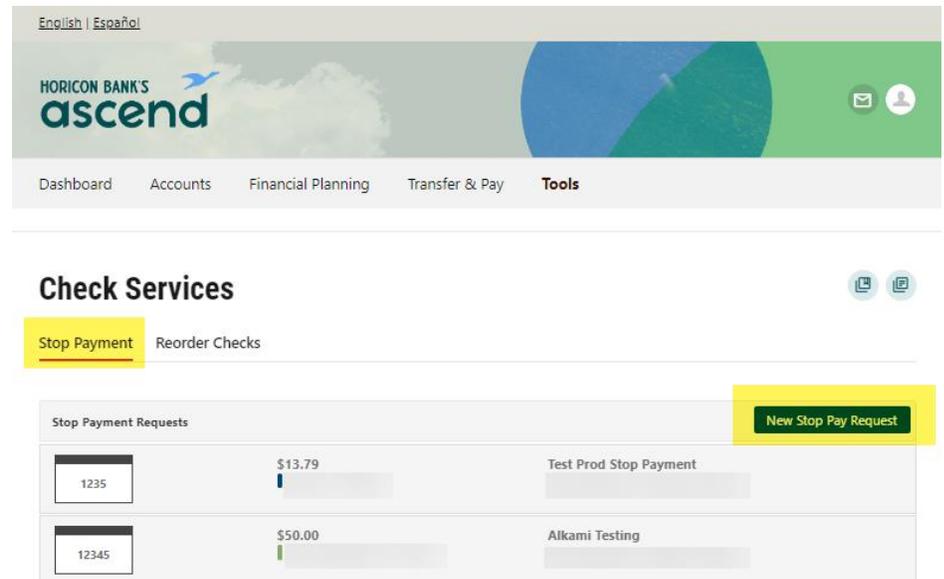# HORICON BANK'S ascend

ASCEND HOW TO: STOP A PAYMENT REQUEST

Step One: From the dashboard, select "Account" then, from the dropdown click on "Stop Payment."

Step Two: Next, click on "Stop Payments" then click on "New Stop Pay Request" button.

Step Three: Enter information for the Stop Payment Request, Review the agreement and submit request.

Add Stop Payment Request ✕

Account *

Check Number | 5555 | ☐ Range | Check box if multiple checks in a row.

Amount | 1000.05 | Amount must match check amount for stop payment to be applied.

Search for matching transactions before stopping payment.

Search

Payee Name | Enter who the check was payable to

By checking "*I Agree*" and clicking "*Submit Request*", I acknowledge that I have read and agree to the Stop Payment Policy.

☑ I Agree

Cancel | **Submit Request**

It will now show in the Stop Payment Request list.

Check Services

Stop Payment | Reorder Checks

Stop Payment Requests | New Stop Pay Request

5555	$1,000.05	Enter who the check was payable to
1235	$13.79	Test Prod Stop Payment
12345	$50.00	Alkami Testing