



State Bank of India (California)

Check Services User Guide

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Stop Payment

About Stop Payment

Stop Payment allows company users to request a stop payment on one check or a range of checks for a single account.

Use stop payment for checks you suspect are stolen or lost.

Stop Check Payments

Stop payment on checks that may be lost or stolen. **Payments made using online bill payment cannot be stopped using this feature.**

1. Select **Account Services > Stop check payments.**
2. Complete the following fields and then click **Continue:**

| | |
|-----------------------------------|---|
| Account | A list of accounts that are entitled to Stop Payment. |
| Expiration date (Optional) | If applicable, the date on which the stop payment request expires. |
| Reason (Optional) | if applicable, an explanation for the stop payment request (up to 20 alphanumeric characters). |
| Stop a single check | Stop payment on one check. Fill in the following fields: <ul style="list-style-type: none">• Check number• Date on check• Payee (optional)• Amount (optional) |
| Stop a range of checks | Stop payment on a range of checks. Fill in the First check number and Last check number fields. |

3. Verify the information as needed and then click **Submit request.**


Note: *If you receive an error message when attempting to place a stop payment, there are a variety of reasons why a stop placement might fail. These include, but are not limited to:*

- A stop has already been placed on the check.
- The check has already been presented for payment.
- There are conditions on the account which prohibit a stop from being placed.

Stop Check Payment Page Sample

Stop Check Payment


Account:

Expiration date (optional): / / 
(mm/dd/yyyy)

Reason (optional):

Stop a single check

Check number:

Date on check: / / 
(mm/dd/yyyy)

Payee (optional):

Amount (optional):

Stop a range of checks

First check number:

Last check number:

Viewing Existing Stop Payment Requests

View the status of submitted stop payment requests to determine if requests are canceled or confirmed.

1. Click **Account Services > Existing stops**.
2. Complete the following fields and then click **Generate report**:

Account Select one or more of the accounts that are entitled to Stop Payment.

Date submitted The date on which the stop payment request was submitted: Specific date or From/To.

Existing Check Payment Stops Page Sample

Existing Check Payment Stops [Print this page](#)

[New search](#)

Account: *6789
Date submitted: 06/08/2014 - 07/08/2014

(To view stop payment detail, click the check number. To cancel a stop payment, click "Cancel.")

| Check Number | Account | Payee | Amount | Submitted | Expires | Status | |
|----------------------|---------|-------|--------|------------|------------|-----------|------------------------|
| 1234 | *6789 | | | 07/08/2014 | 07/08/2015 | Confirmed | Cancel |

Canceling a Stop Payment

Stop payment requests with a **Confirmed** status can be canceled.

1. [Search for existing stop payment requests.](#)
2. Click the **Cancel** link beside the stop payment request you want to cancel.
3. Verify the information as needed and then click **Cancel stop payment**.

Verify Stop Cancellation Page Sample

Verify Stop Cancellation

[View existing stop payment requests](#)

| | |
|------------------|---------------------------|
| Submitted: | 07/08/2014 |
| Status: | Confirmed |
| Account: | *6789 - Operating Account |
| Check number: | 1234 |
| Payee: | |
| Amount: | |
| Expiration date: | 07/08/2015 |
| Reason: | |

Check Reorder

About Check Reorder

Check Reorder gives company users convenient access to the Deluxe™ Web site to reorder business and personal checks and deposit slips for entitled Business Online Banking checking or savings accounts.

Note: Commercial-sized checks are not currently supported for reorder.

Re-ordering Checks or Deposit Slips

1. Click **Account Services** > **Re-order checks and deposit slips**.
2. Select one of the **Order Options: Business** or **Personal**.
3. Select an **Available Accounts** option.
 - 3.1 If needed, compare the selected account number to the account number on your current checks. If the amount of leading zeroes is different, enter the account number as it appears on your check.
4. Click **Continue** to go to the check vendor's Web site.