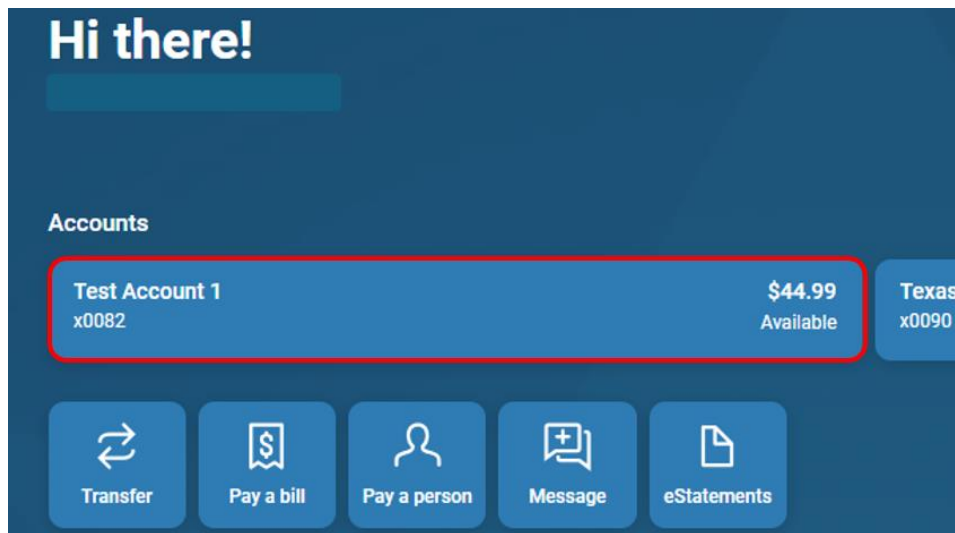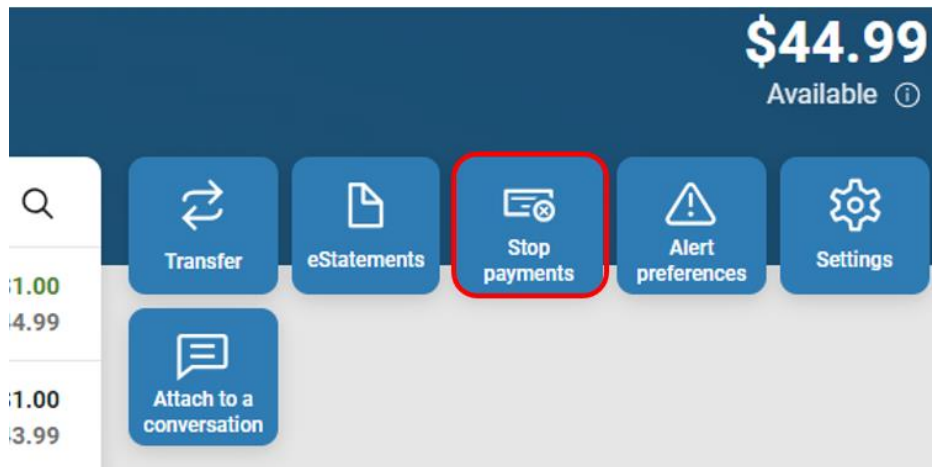# How to Place a Stop Payment Online

*The following information describes how to place a stop payment on a **check**. To place a stop payment for an ACH item, please visit your local branch or contact or Customer Service team.*
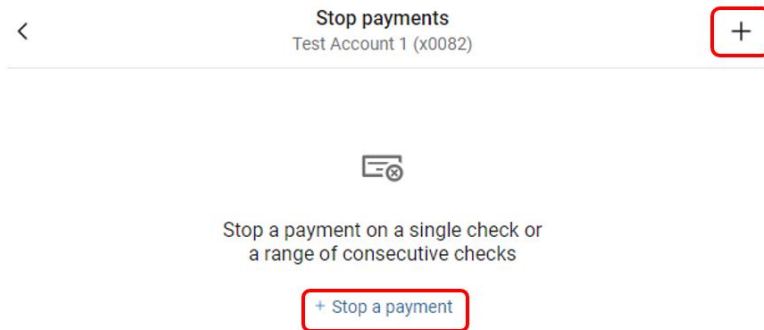
Log into online banking at https://my.texasgulfbank.com/login

Click on the account tile that the check was written from.

Click on the **Stop payments** tile.

To add a new Stop payment, click on the **+** in the right corner or the **+ Stop Payment** in the middle of the screen.
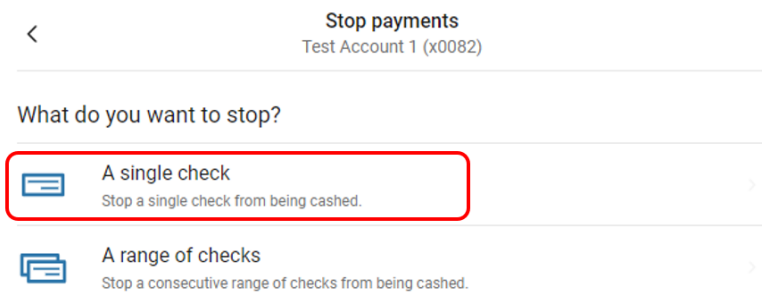
Stop payments
Test Account 1 (x0082)

+

Stop a payment on a single check or a range of consecutive checks

+ Stop a payment

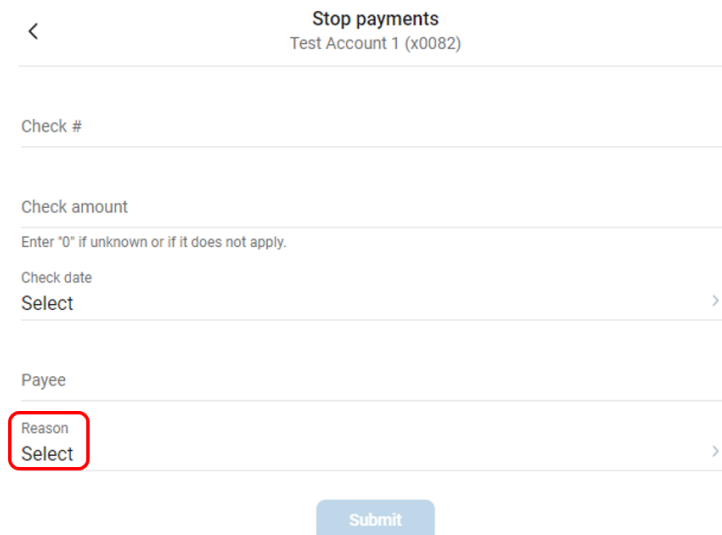Select **A single check** if there is only one item to place a Stop payment on.

Stop payments
Test Account 1 (x0082)

What do you want to stop?

A single check
Stop a single check from being cashed.

A range of checks
Stop a consecutive range of checks from being cashed.

Fill in the required information, then click on **Select Reason** to advance to the next screen.

Stop payments
Test Account 1 (x0082)

Check #

Check amount
Enter "0" if unknown or if it does not apply.

Check date
Select

Payee

Reason
Select

Submit

Select the reason for Stop payment.

You will be taken back to the Stop payments screen. Click **Submit** to complete the Stop payment.

If "Other" is selected for the reason of the Stop payment, you will be prompted to enter the details before submitting

If there are multiple checks to place a Stop payment on, select **A range of checks** and utilize the process listed above.

A range of checks is commonly used when a book or box of checks has been lost, stolen or destroyed