

Stop Cheques

About this guide

This guide takes you through the process of creating a Stop Cheque request in CommBiz.

Important information

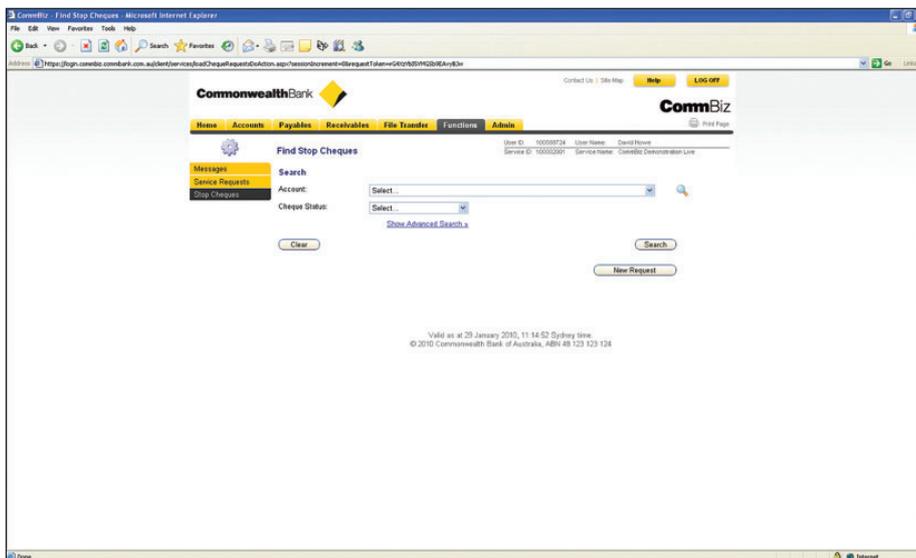
Stops on cheques are effective immediately after being authorised and processed by the Bank.

Before you start

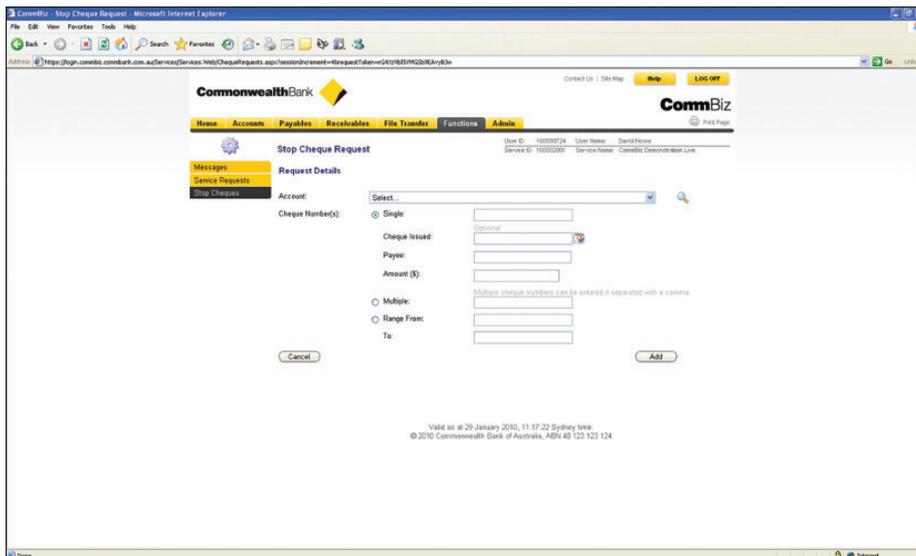
To request a stop on a cheque, you will need the cheque number.

Creating a Stop Cheque request

1. Open your internet browser, visit **www.commbiz.com.au** and log in to CommBiz.
2. On the top menu, click **Functions > Stop Cheques**.
3. The Find Stop Cheques page is displayed.



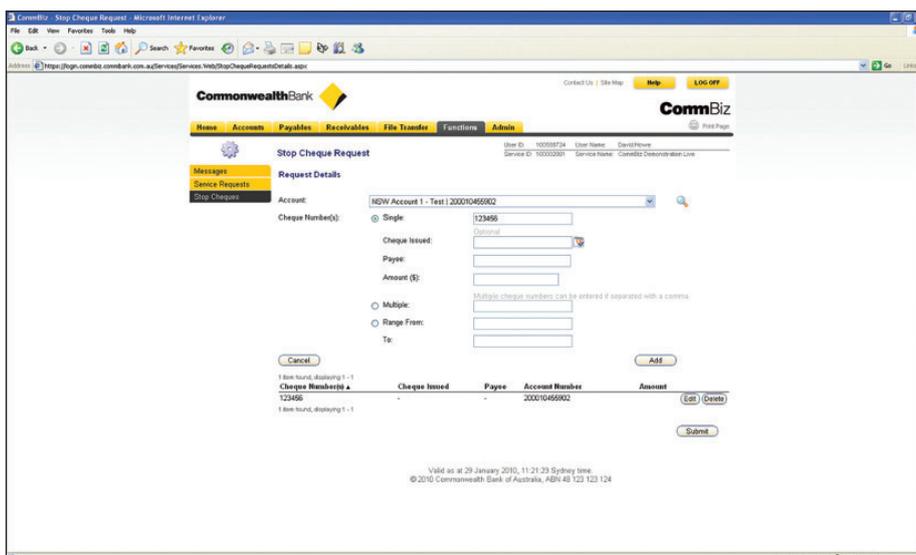
- Click the **New Request** button.
- The Stop Cheque Request page is displayed.



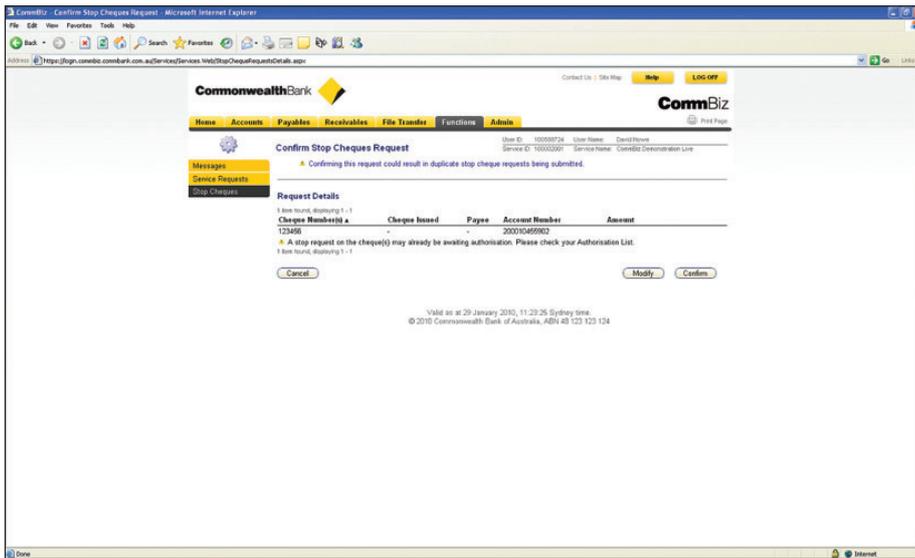
Entering cheque details

- Select the account that the cheque was drawn on from the dropdown list.
- If you are requesting a stop on a single cheque, enter the cheque number in the 'Single' field.

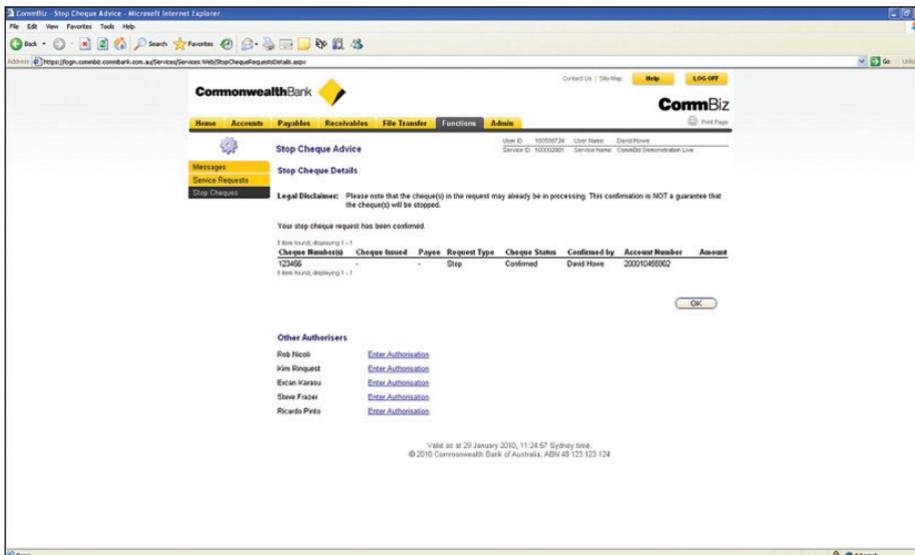
Note: If you have further details of the cheque, such as the payment date, the payee and the amount, you can also enter these. This will make it easier if you need to search for this cheque in the future.
- If you are requesting a stop on more than one cheque, you can select 'Multiple' and enter several cheque numbers, separated by commas. If you wish to stop a series of cheques in a range, select 'Range' and enter the first and last cheque numbers.
- Click the **Add** button.
- The details of the stop cheque/s are displayed.



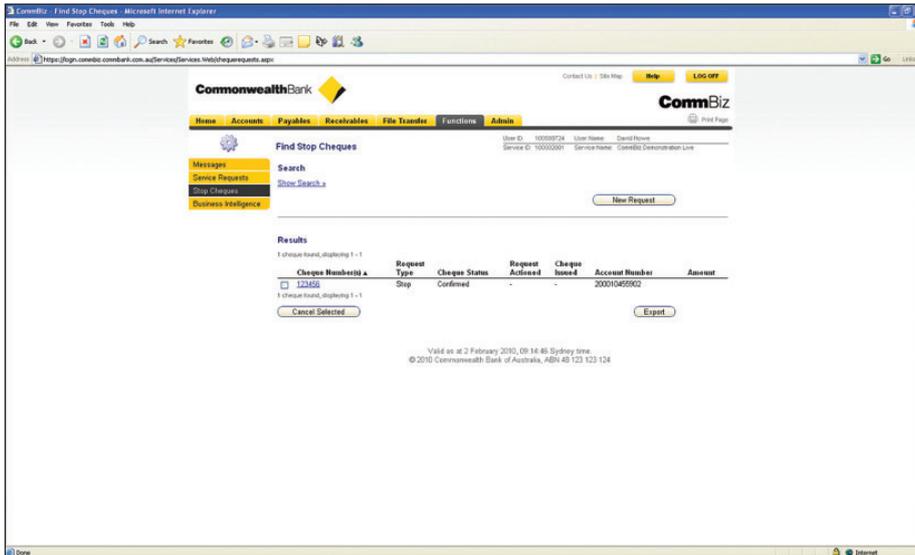
11. To request multiple stops on cheques in one transaction, repeat from Step 7.
12. Check the details, then click the **Submit** button.
13. The Confirm Stop Cheques Request page is displayed.



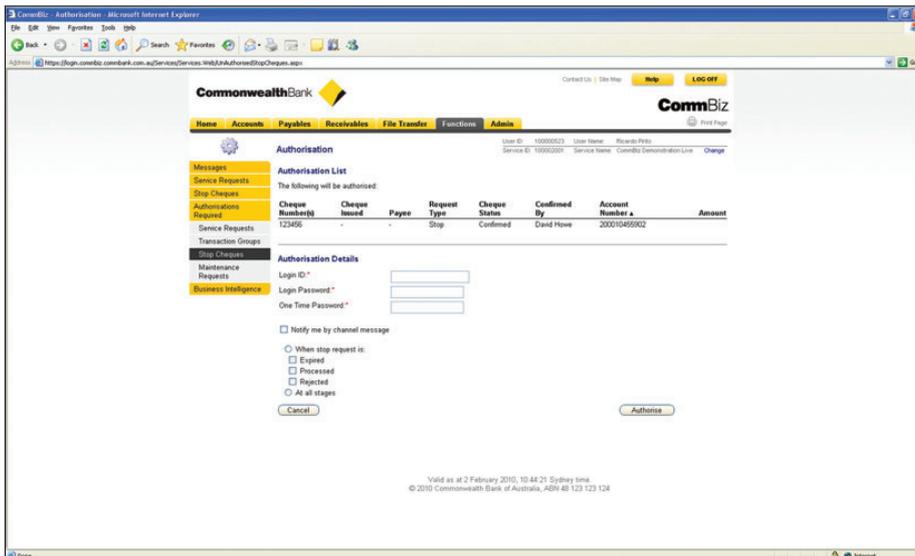
14. If you need to modify it, you can click the **Modify** button.
15. Click the **Confirm** button to proceed.
16. The **Stop Cheque Advice** page is displayed.



17. If you are entitled to authorise the request, click on your name in the list and complete the steps that follow.
18. To authorise a stop cheque request at a later time, go to **Functions > Stop Cheques**
19. To find the relevant Stop Cheque request, choose the **Account** and **Cheque Status** from the drop down lists, then click the **Search** button. The results are displayed.



20. Select the check box next to the request that you wish to authorise, then click the authorise button.
21. The authorisation page is displayed.



22. Enter your Login ID, Password and Token Password. Select Channel notifications if required, then click the **Authorise** button.
23. The Authorisation Advice page is displayed. Your Stop Cheque request has now been successfully authorised. Click the OK button to return to Stop Cheques Authorisations page.

