ADP Tax & Financial Services

ADPCheck
Stop Payment Request
(For Employers)

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INTRODUCTION

ADPCheck Stop Payment Request

Stop payment requests may be submitted on a single ADPCheck or a range of up to 50 ADPChecks; however, a stop payment request may not be submitted for the entire payroll.

ADP's TotalPay iNET makes it easy for you to manage your ADPChecks and Full Service Direct Deposits (FSDD). From your computer you can:

1. Request a stop payment on a single ADPCheck or a range of ADPChecks

2. Request a reversal or deletion of an FSDD item

3. Order copies of ADPChecks that have already been paid

4. Review the status of these requests

5. Request the Uncashed Items or Refunded Items Report

How much easier can it be? From the "Welcome to TotalPay iNET" screen, you can request a stop payment on an ADPCheck, or you can view your stop payment requests.

On the following pages are the steps you can perform to request an ADPCheck stop payment.

NOTE: To access the TotalPay iNET Web site, you must be registered with our Internet security system Netsecure so that it recognizes you as a valid user. Netsecure controls access to ADP's Internet products. It provides user authentication, single sign-on, and centralized user management. This means that secure user access to all ADP Internet products can be set up and managed within one application. Users only have to register once, and all ADP Internet products share the same registration and login ID. For detailed instructions on this process, see the TotalPay iNET Web Site User Guide (for Employers).

If you are unable to access the TotalPay iNET Web site, you can submit an ADPCheck stop payment request directly to your Client Service Representative. Be sure to let your Representative know that you are unable to access the Web site.

Request Stop Payment on a Single ADPCheck

1. Launch your browser and access the "Welcome to TotalPay iNET" screen at
   https://tpinet.adp.com/tpinet/logon.do

On the "Welcome to TotalPay iNET" screen, you have the option to request a stop payment, request a copy of a paid ADPCheck, request a reverse or delete for a Full Service Direct Deposit (FSDD), or view reports.

You have three options when requesting a stop payment:

- Single Stop Payment – Stop payment on an ADPCheck that has not been presented for payment
- Range of Stop Payment – Stop payment for a range of ADPChecks that have not been presented for payment
- View Stop Payment – View the status of your stop payment requests

Welcome to TotalPay iNET
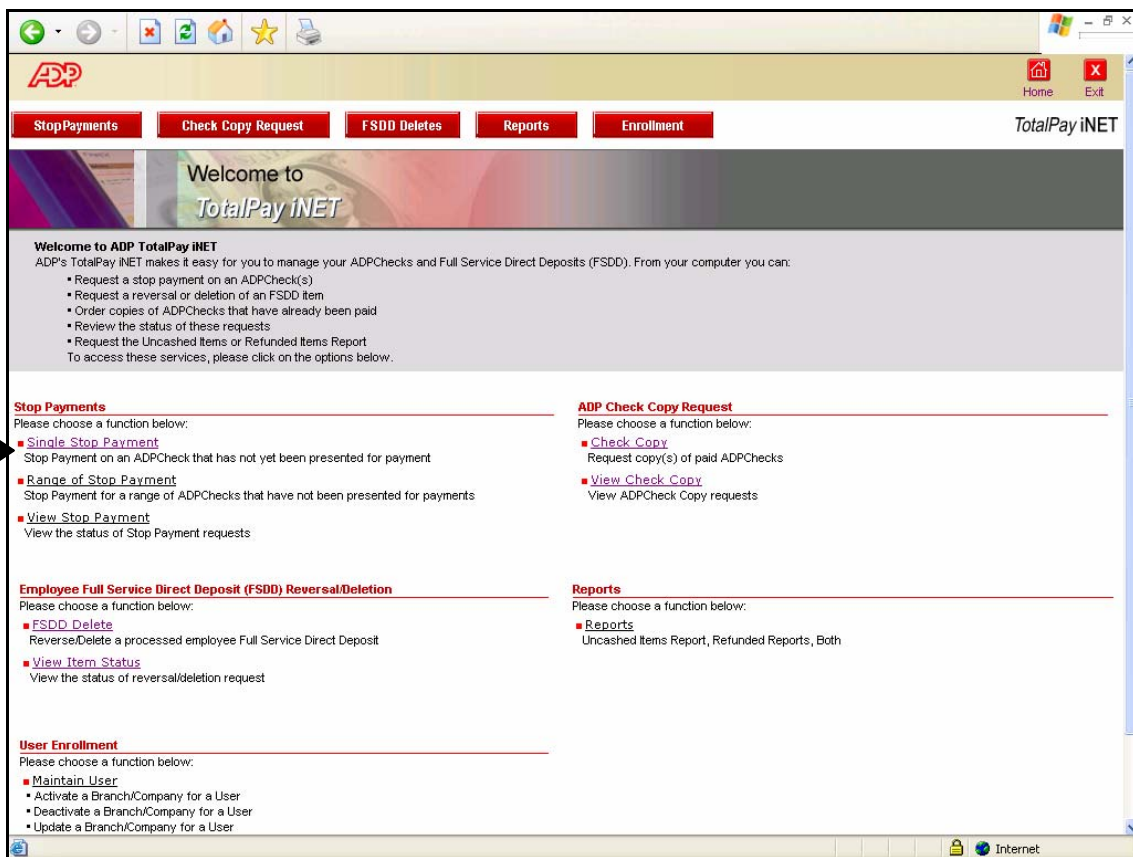
2. Click Single Stop Payment. The "Single Stop Payments Details" screen will appear.

Single Stop

3. Complete the following fields:

Field Name	Description
Branch Code	Select your branch code.
Company Code	Select your desired company code.
Check Number	Enter the check number.
Pay Date	Enter the pay date (mm/dd/yyyy) or click the 🔲 icon to select a date.
Check Amount	Enter the employee check amount.
Last Name	Enter the employee's last name.
First Name	Enter the employee's first name.

4. Click the Submit button [Submit]. The "Stop Payments" request confirmation screen appears.

Stop Payments

5. Verify that the information is correct and click the OK button ![OK button]. The "Single Stop Disclosure Agreement" screen will appear.

Stop Payments Disclosure Agreement

6. Read the Disclosure Agreement and select either "I agree" or "I do not agree." If you select "I do not agree," the request will be cancelled; however, the cancelled request transaction will be recorded and visible on the "View Item Status" screen.

7. Click the Submit button [Submit]. The "Single Stop W-2 Warning" screen will appear.
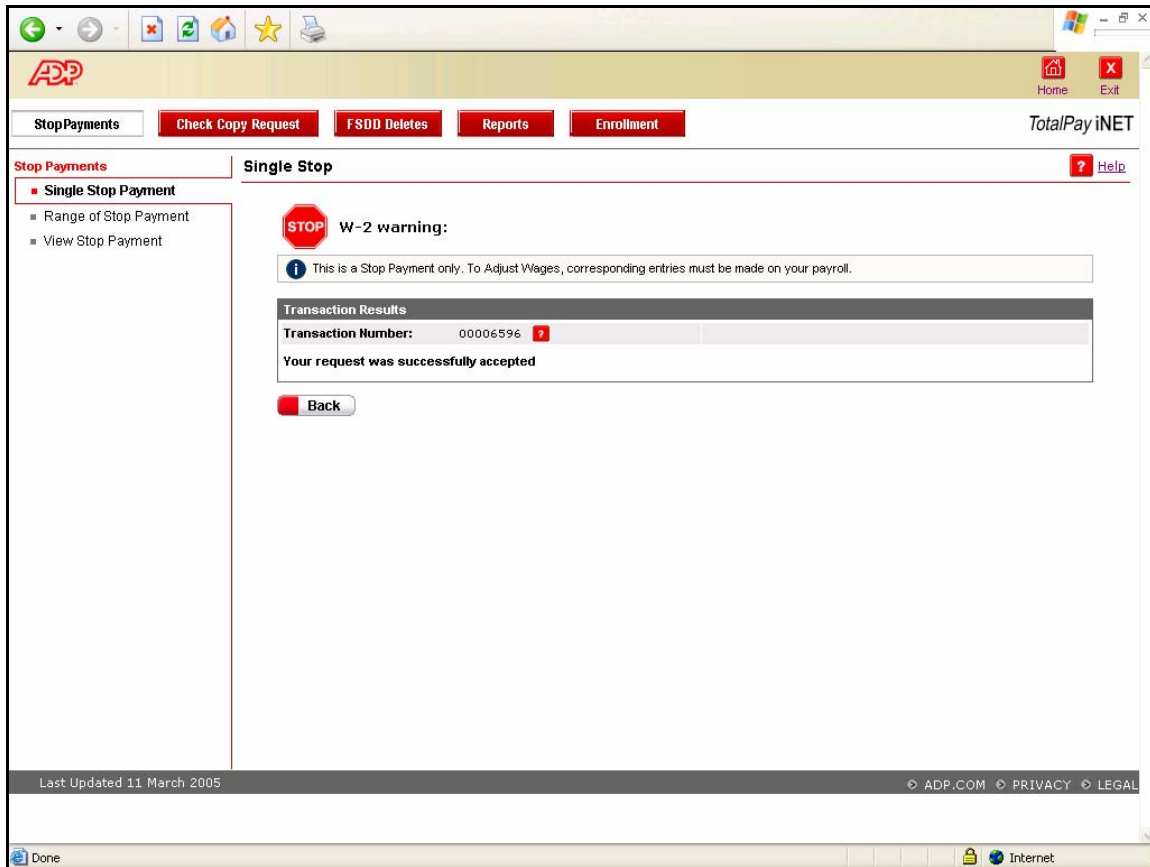
Single Stop

If you agreed to the Disclosure Agreement, your request will be successfully accepted after you click the Submit button. Note the transaction number that can be used to locate the request. The standard ADPCheck Stop Payment fee will apply.

8. To submit another stop payment request, click the Back button [Back].

NOTE: If the single ADPCheck Stop Payment request did not find a match in the system, you will be returned to the original request screen and an error message will display. Review the information on the screen. If any of the information is inaccurate, enter the correct information and click the Submit button [Submit].

To clear the screen and enter new information in each field, click the Reset button [Reset].

CRITICAL INFORMATION

This is only a request to stop payment on a single ADPCheck. You will still need to adjust wages using your payroll system.

Request Stop Payment on a Range of ADPChecks

Stop payment requests may be submitted on a range of up to 50 checks; however, a request may not be submitted for the entire payroll.

1. Launch your browser and access the "Welcome to TotalPay iNET" screen at https://tpinet.adp.com/tpinet/logon.do

On the "Welcome to TotalPay iNET" screen you have the option to request a stop payment, request a copy of a paid ADPCheck, request a reverse or delete for a Full Service Direct Deposit (FSDD), or view reports.

You have three options when requesting a stop payment:

■   Single Stop Payment – Stop payment on an ADPCheck that has not been presented for payment

■   Range of Stop Payment – Stop payment for a range of ADPChecks that have not been presented for payment (There is a 50 check limit on range of stop payments.)

■   View Stop Payment – View the status of your stop payment requests

Welcome to TotalPay iNET
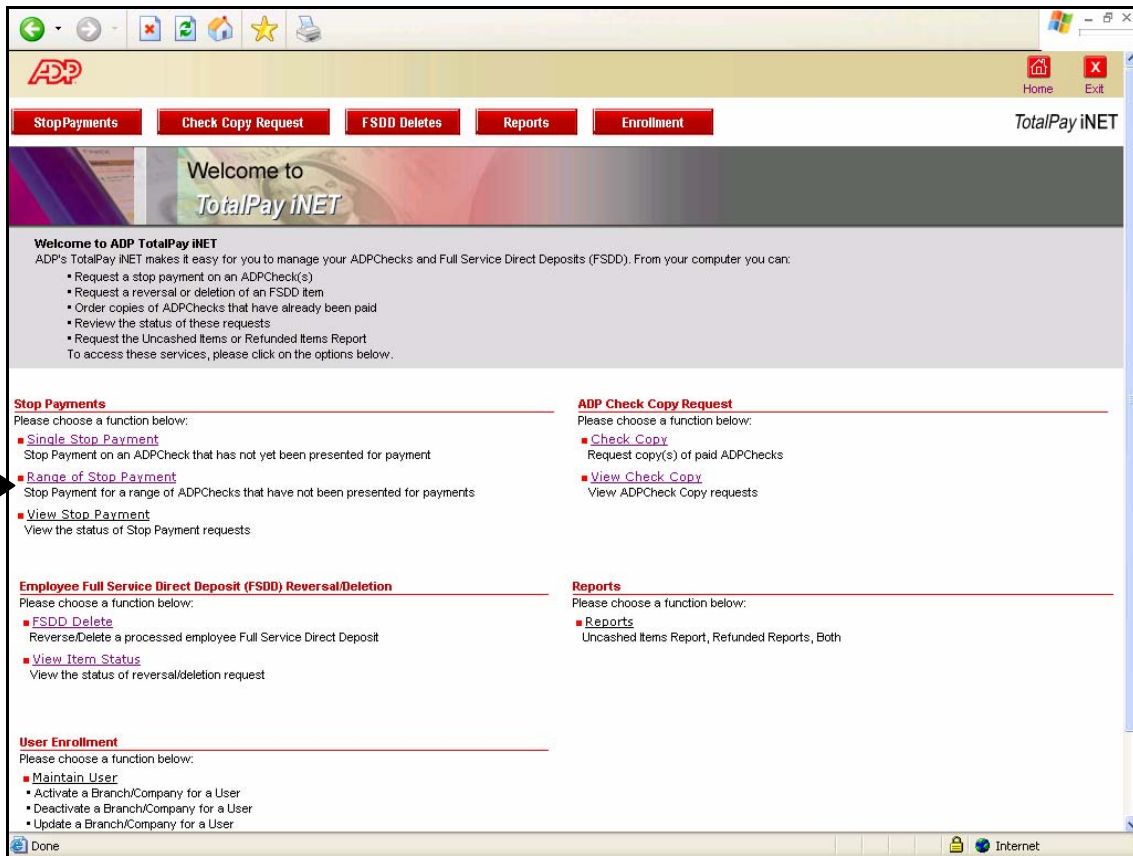
2. Click Range of Stop Payment. The "Range of Stop Payments Details" screen will appear.

Range of Stop

3. Complete the following fields:

Field Name	Description
Branch Code	Select your branch code.
Company Code	Select your desired company code.
Beginning Check Number	Enter the first check number of the range. **There is a 50 check limit on range of stop payments.**
Ending Check Number	Enter the last check number of the range. **There is a 50 check limit on range of stop payments.**
Pay Date	Enter the pay date (mm/dd/yyyy) or click the Calendar icon to select a date.
Total Amount	Enter the total amount of all checks in the range.

4. Click the Submit button [Submit]. The "Range of Stop" request confirmation screen appears.

Range of Stop

5. Verify that the information is correct and click the OK button ![OK]. The "Range of Stop Disclosure Agreement" screen will appear.

Range of Stop Disclosure Agreement
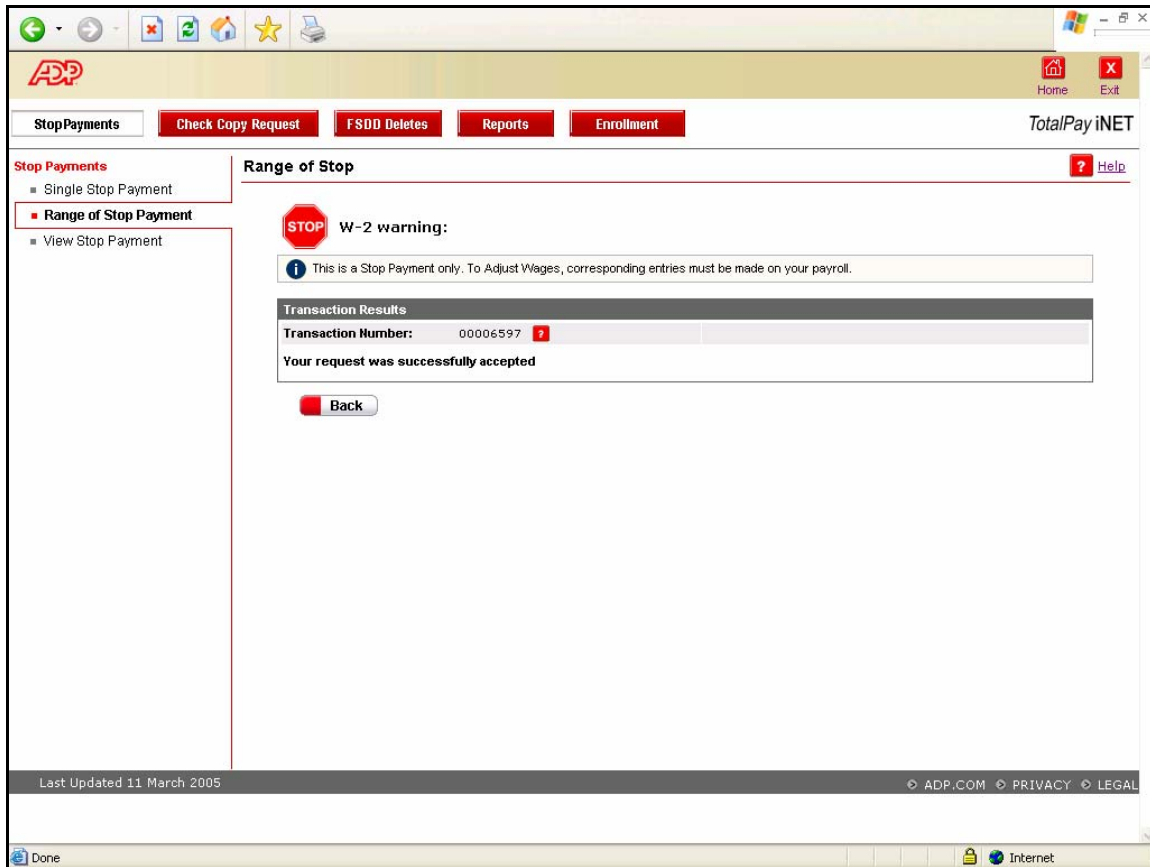

6. Read the Disclosure Agreement and select either 'I agree' or "I do not agree." If you select "I do not agree." the request will be cancelled; however, the cancelled request transaction will be recorded and visible on the "View Item Status" screen.

Click the Submit button ![Submit]. The "Range of Stop W-2 Warning" screen will appear.

Range of Stop W-2 Warning

If you agreed to the Disclosure Agreement, your request will be successfully accepted after you click the Submit button. Note the transaction number that can be used to locate the request. The standard ADPCheck Stop Payment fee will apply.

7. To submit another stop payment request on a range of ADPChecks, click the Back button ![Back].

NOTE: If the range of ADPChecks for stop payment request did not find a match in the system, you will be returned to the original request screen and an error message will display. Review the information on the screen. If any of the information is inaccurate, enter the correct information and click the Submit button ![Submit].

To clear the screen and enter new information in each field, click the Reset button ![Reset].

CRITICAL INFORMATION

This is only a request to stop payment on a range of ADPChecks. You will still need to adjust wages using your payroll system.
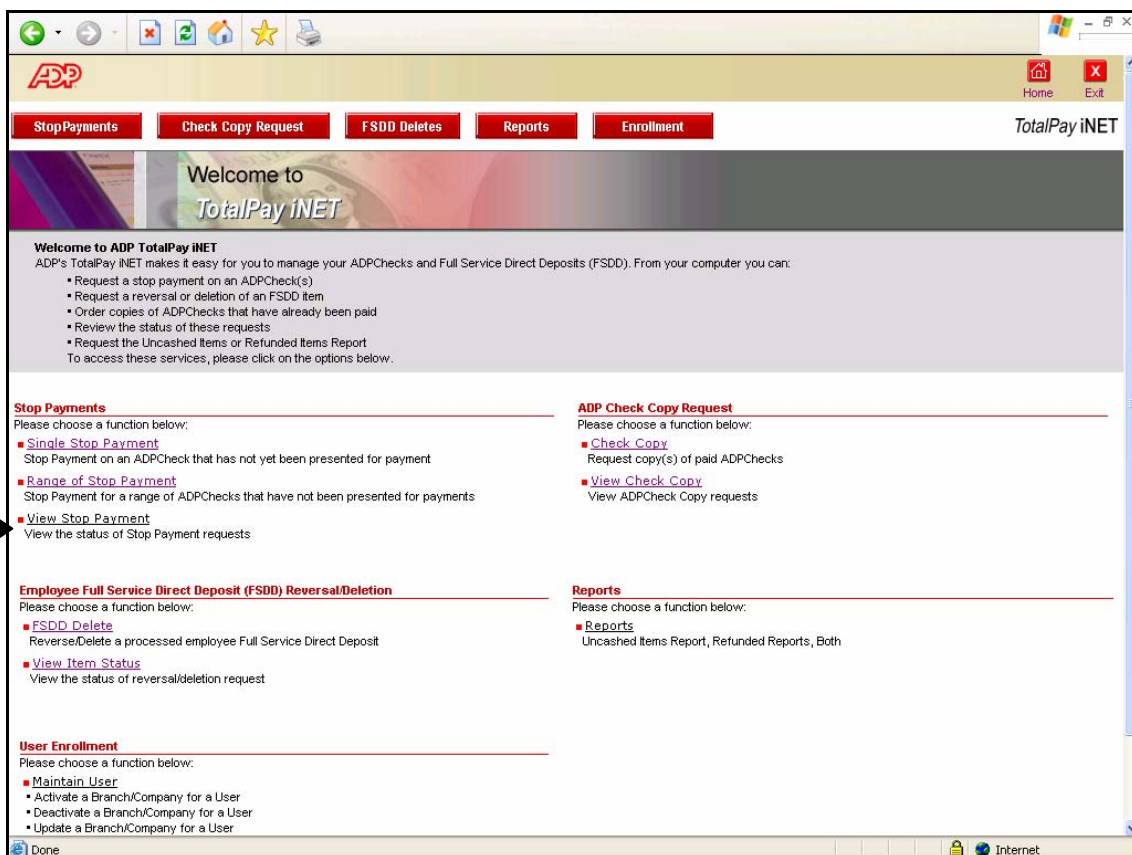
View Stop Payment Request Status

1. Launch your browser and access the "Welcome to TotalPay iNET" screen at
    https://tpinet.adp.com/tpinet/logon.do

On the "Welcome to TotalPay iNET" screen you have the option to request a stop payment, request a copy of a paid ADPCheck, request a reverse or delete for a Full Service Direct Deposit (FSDD), or view reports.

You have several options when requesting a stop payment:

■   Single Stop Payment – Stop payment on an ADPCheck that has not been presented for payment

■   Range of Stop Payment – Stop payment for a range of ADPChecks that have not been presented for payment

■   View Stop Payment – View the status of your stop payment requests

Welcome to TotalPay iNET

2. Click View Stop Payment to view the status of a stop payment request. The "View Stop Payment Details" screen will appear.

View Stop Payments

3. Complete the following fields:

Field Name	Description
Branch Code	Select your branch code.
Company Code	Select your desired company code.
Seach Criteria	Select a tab for your search: Single Date, Range of Date, or Transaction Number. Enter the required data.
	NOTE: Range of Date criteria is limited to a maximum of five days.

4. Click the Submit button **Submit**. The "View Item Status" screen will appear and display the FSDD EE Delete Requests Report.

A list of all the FSDD EE delete requests matching the specified selection criteria appears on this screen.

View Item Status

5. Review the request status:

If Status is	Then
Open	The request is submitted pending processing.
Closed	The request has been processed.
Blank	This indicates that you did not agree to the Disclosure Agreement.

NOTE: If you did not accept (agree to) the Disclosure Agreement, the Disclaimer column will display Denied.