

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

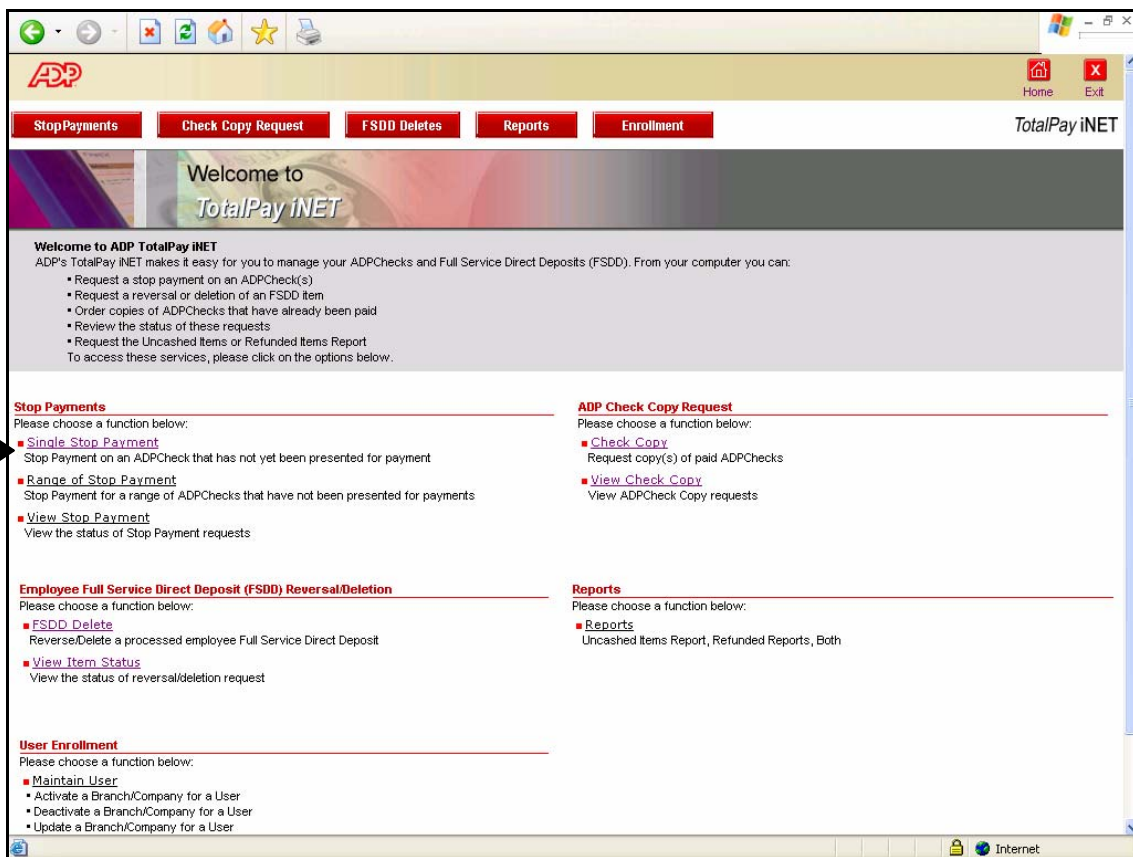
1. Launch your browser and access the “Welcome to TotalPay iNET” screen at <https://tpinet.adp.com/tpinet/logon.do>

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


The screenshot shows the ADP TotalPay iNET interface for a 'Single Stop' payment request. The page has a navigation bar with buttons for 'Stop Payments', 'Check Copy Request', 'FSD Deletes', 'Reports', and 'Enrollment'. The main content area is titled 'Single Stop' and includes a sidebar with 'Single Stop Payment' options. The 'Enter Check Information' section contains the following fields:

- Check Number: 10000307
- Pay Date: 08 / 10 / 2005 (MM/DD/YYYY)
- Check Amount: 100.00
- Last Name: Garcia
- First Name: Rudolf

At the bottom of the form are 'Submit' and 'Reset' buttons. The footer of the page indicates it was last updated on 11 March 2005 and provides links for ADP.COM, PRIVACY, and LEGAL.

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 . The "Stop Payments" request confirmation screen appears.

Stop Payments

Welcome to ADP TotalPay iNET -- Web Page Dialog

ADP


Stop Payments

You are requesting a stop payment on the following ADPCheck:

Stop Payment Request Information:	
Check Number:	10000307
Pay Date:	08/10/2005
Check Amount:	\$ 100.00
Last Name:	Garcia
First Name:	Rudolf

Are you sure you want to proceed with the ADPCheck stop payment request?

https://tpidev.adp.com/public/tpinet/htmls/stoppayments_popup.htm Internet

5. Verify that the information is correct and click the OK button . The “Single Stop Disclosure Agreement” screen will appear.

Stop Payments Disclosure Agreement

The screenshot displays the ADP TotalPay iNET interface. At the top, there is a navigation bar with the ADP logo and several menu items: 'Stop Payments', 'Check Copy Request', 'FSD Deletes', 'Reports', and 'Enrollment'. The 'TotalPay iNET' logo is also present. Below the navigation bar, the page is titled 'Single Stop' and features a 'Help' icon. The main content area is divided into two sections: 'Single Stop Payment' on the left and 'Disclosure Agreement' on the right. The 'Single Stop Payment' section includes a list of options: 'Range of Stop Payment' and 'View Stop Payment'. The 'Disclosure Agreement' section contains the following text:

In consideration for the stop payment, the undersigned agrees to defend, indemnify, save harmless, and protect Automatic Data Processing, Inc. and its affiliates and their successors and assigns (collectively "ADP"), from and against any liability whatsoever for stopping payment on said check(s) and from and against all actions, suits, losses, claims, damages, charges, and expenses of every nature and character, including attorney fees, in any claims or suits arising by the reason of stopping payment on said check(s), including claims made by a "holder in due course" of said check(s). In particular, please note, that placement of a stop payment on a check will not relieve Client of liability to ADP for a check which is presented to ADP by a "holder in due course" as defined under applicable state commercial laws.

The undersigned agrees that this obligation is not limited as to time and shall insure to the benefit of ADP, and that the right to plead any and all Statutes of Limitation as a defense to any action brought hereunder is hereby waived.

ADP agrees: (1) to place a stop payment order with ADP's bank on said check(s) within twenty four (24) hours of ADP's receipt of this request, provided the request is properly authorized and contains accurate and appropriate information, and (2) to refund Client, provided that no returned credits or NSF's from Client are pending.


In consideration for additional costs incurred by ADP in placing stop payments, Client agrees to pay a reasonable fee for each stop payment or stop range. The amount of such fee is available upon request.

Below the text, there are two radio button options:

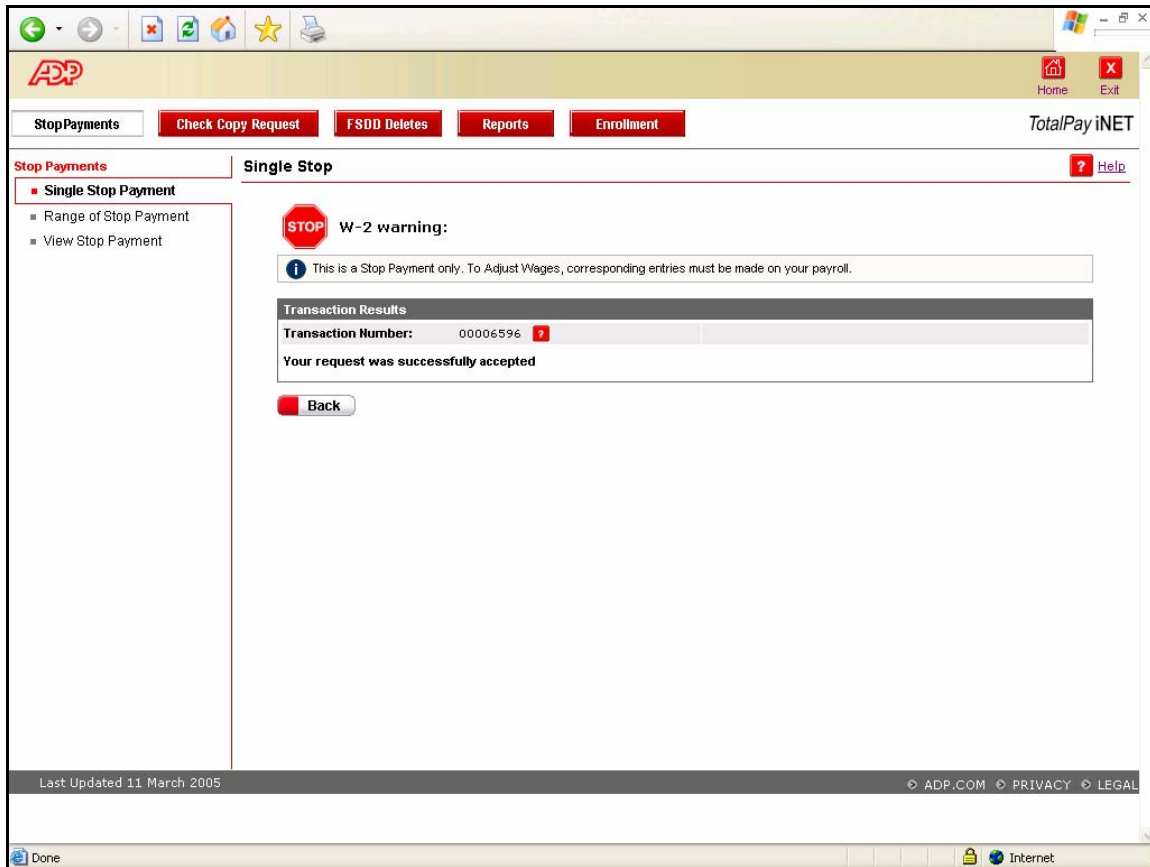
- I agree.
- I do not agree.

 A red 'Submit' button is located below these options.


The footer of the page includes the text 'Last Updated 11 March 2005' and links for 'ADP.COM', 'PRIVACY', and 'LEGAL'. The browser's status bar at the bottom shows 'Done' and 'Internet'.


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 . 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 .

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 .

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

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.

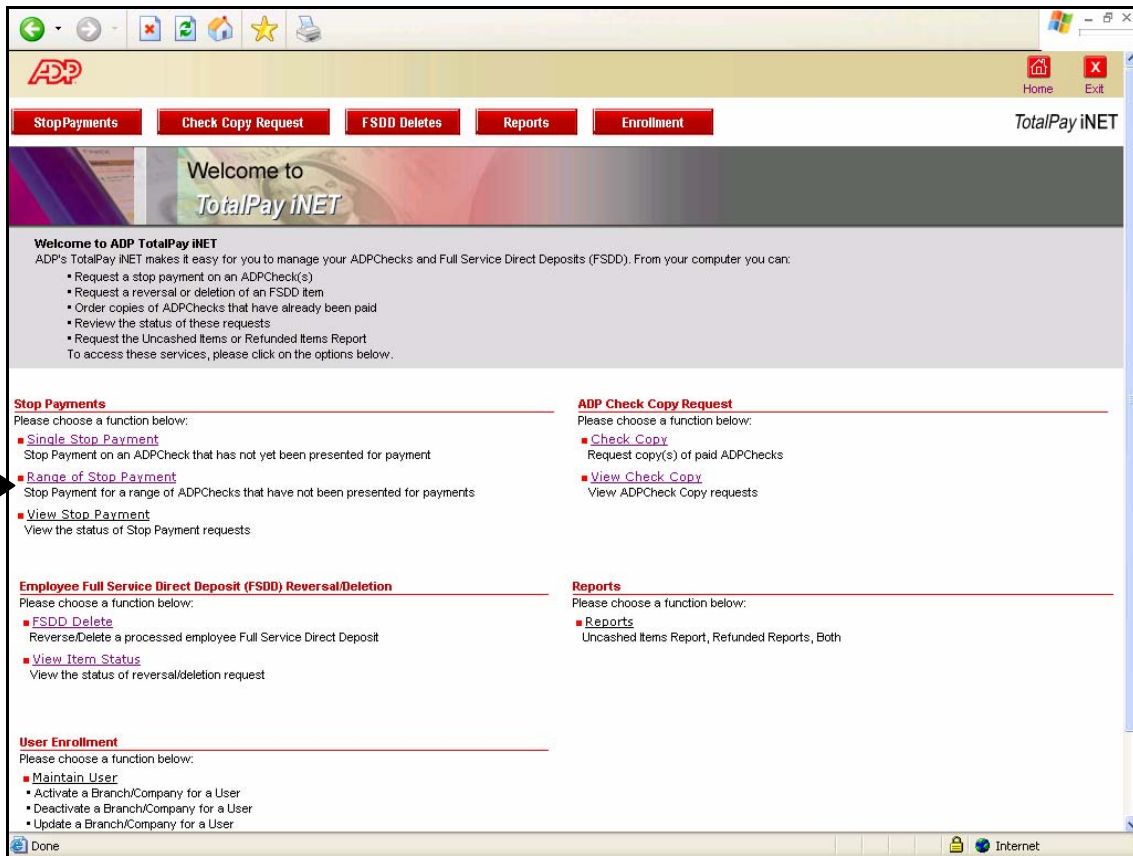
1. Launch your browser and access the “Welcome to TotalPay iNET” screen at <https://tpinet.adp.com/tpinet/logon.do>

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

The screenshot shows the ADP TotalPay iNET interface. The main content area is titled "Range of Stop" and is divided into two sections: "Stop Payments Details" and "Enter Check Information".

Stop Payments Details:


- Branch Code: 04
- Company Code: AA3
- Welcome MPatterson1@TSTEMD
- Instructions: Stop payments should be used to prevent checks from being paid. ADP partner banks are notified of all stop requests within 48 hours. The deadline for stop requests is 11:30 a.m. PST. All requests after that time will be held over to the next day processing. Please note that a check might be cashed before the stop is in effect at the partner bank.


Enter Check Information:

- Beginning Check Number: 10000311
- Ending Check Number: 10000315
- Pay Date: 08 / 10 / 2005 (MM/DD/YYYY)
- Total Amount: 500.00

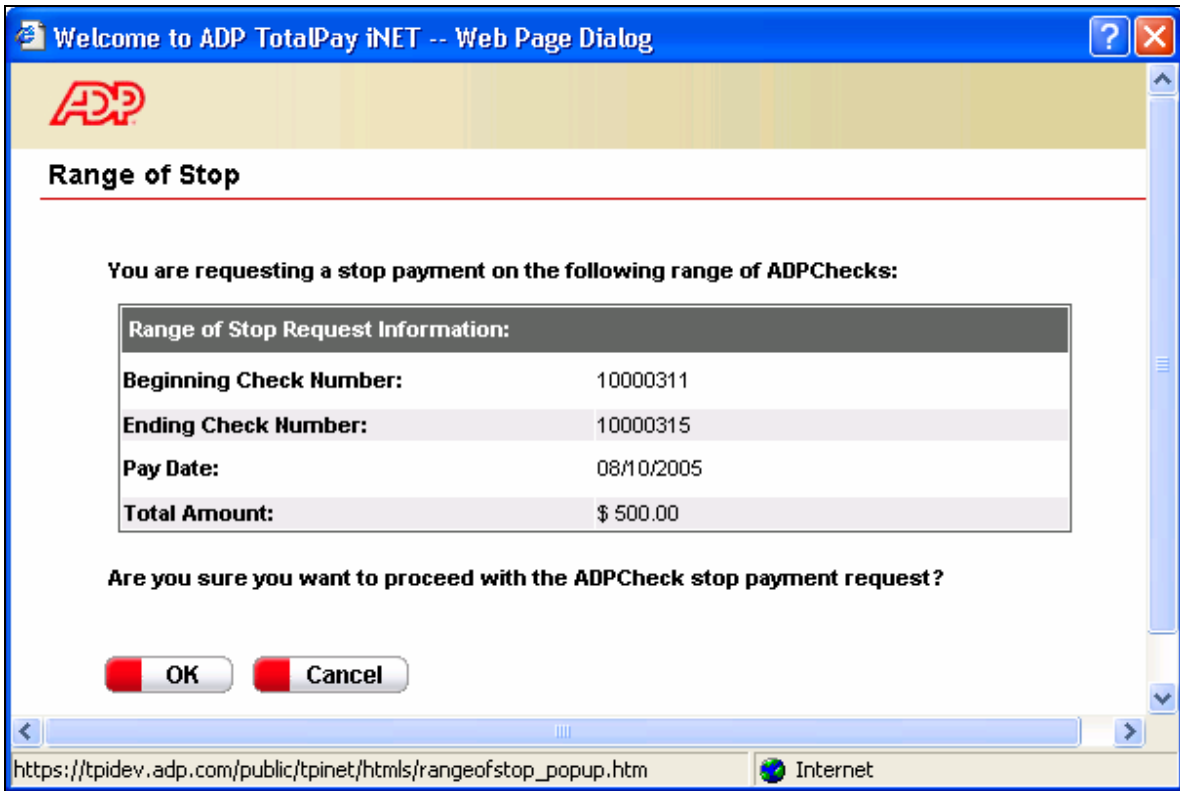
Buttons: Submit, Reset

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 . The "Range of Stop" request confirmation screen appears.

Range of Stop



5. Verify that the information is correct and click the OK button . The “Range of Stop Disclosure Agreement” screen will appear.

Range of Stop Disclosure Agreement

ADP

Home Exit

Stop Payments Check Copy Request FSD Deletes Reports Enrollment TotalPay iNET

Stop Payments

- Single Stop Payment
- Range of Stop Payment**
- View Stop Payment

Range of Stop

Disclosure Agreement

In consideration for the stop payment, the undersigned agrees to defend, indemnify, save harmless, and protect Automatic Data Processing, Inc. and its affiliates and their successors and assigns (collectively "ADP"), from and against any liability whatsoever for stopping payment on said check(s) and from and against all actions, suits, losses, claims, damages, charges, and expenses of every nature and character, including attorney fees, in any claims or suits arising by the reason of stopping payment on said check(s), including claims made by a "holder in due course" of said check(s). In particular, please note, that placement of a stop payment on a check will not relieve Client of liability to ADP for a check which is presented to ADP by a "holder in due course" as defined under applicable state commercial laws.

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ADP agrees: (1) to place a stop payment order with ADP's bank on said check(s) within twenty four (24) hours of ADP's receipt of this request, provided the request is properly authorized and contains accurate and appropriate information, and (2) to refund Client, provided that no returned credits or NSF's from Client are pending.

In consideration for additional costs incurred by ADP in placing stop payments, Client agrees to pay a reasonable fee for each stop payment or stop range. The amount of such fee is available upon request.

I agree.

I do not agree.

Submit

Last Updated 11 March 2005

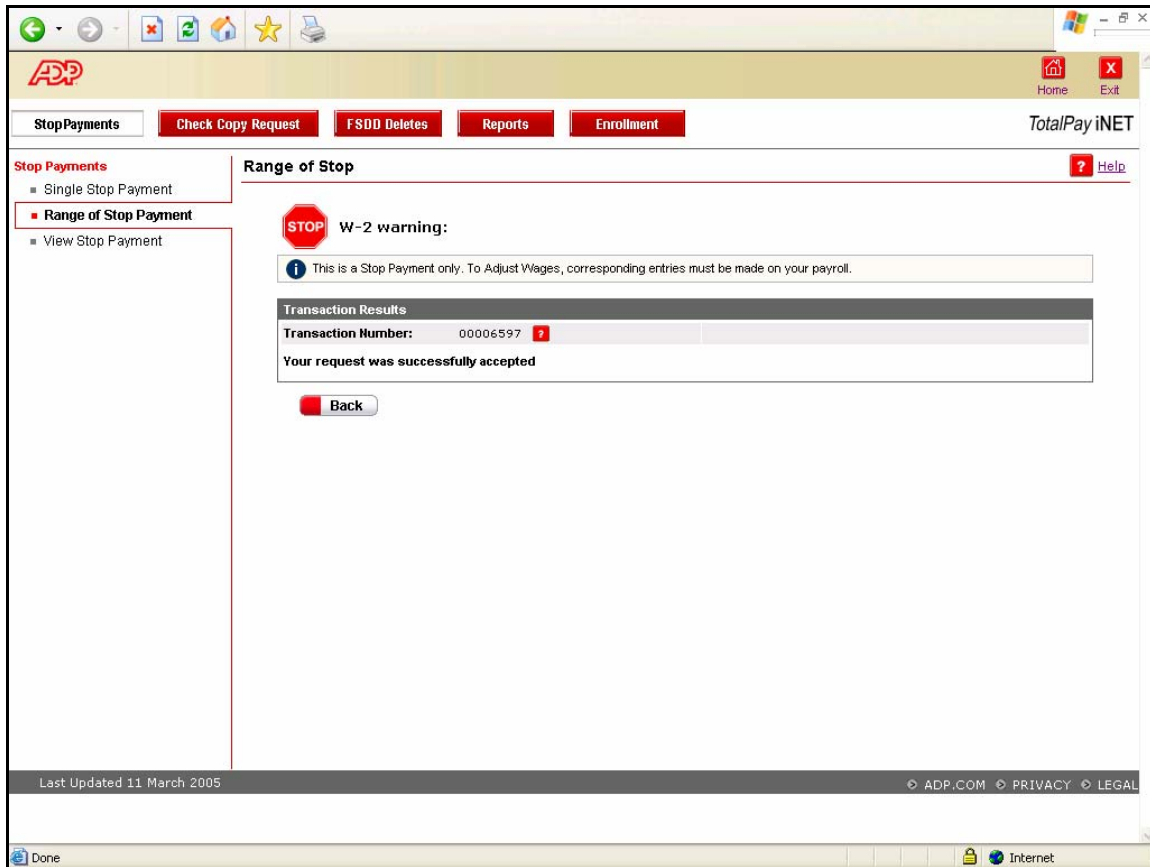
ADP.COM PRIVACY LEGAL

Done Internet


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 . 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.

- To submit another stop payment request on a range of ADPChecks, click the Back button .

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 .

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

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

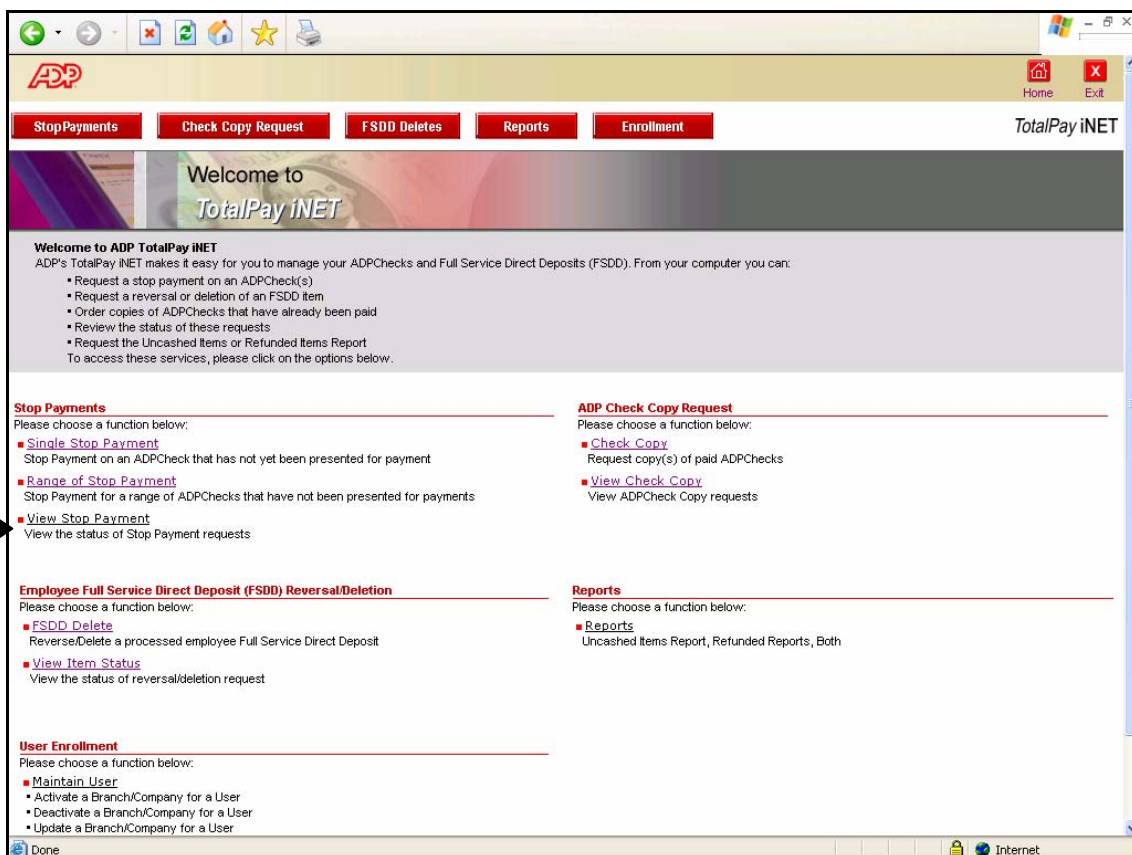
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- Range of Stop Payment – Stop payment for a range of ADPChecks that have not been presented for payment
- View Stop Payment – View the status of your stop payment requests

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.
Search 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 . 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

ADP Home Exit TotalPay iNET

StopPayments Check Copy Request FSDD Deletes Reports Enrollment

Stop Payments View Stop Payments Help

- Single Stop Payment
- Range of Stop Payment
- View Stop Payment**

View Stop Payments

Stop Payments Details

Welcome MPatterson1@TSTEMD Branch Code: 04 Company Code: AA3

Status Open– Request submitted pending processing.
Status Closed– Request has been processed by ADP.

Stop Payment Requests Report

Transaction Number	Request Date	Pay Date	Beginning Check Number	Ending Check Number	Amount	Employee Name	Status	Disclaimer
00006596	08/29/2005	08/10/2005	0010000307		100.00	Rudolf Garcia	Open	Accepted
00006597	08/29/2005	08/10/2005	0010000311	0010000315	500.00		Open	Accepted

Back

Last Updated 11 March 2005 ADP.COM PRIVACY LEGAL

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.