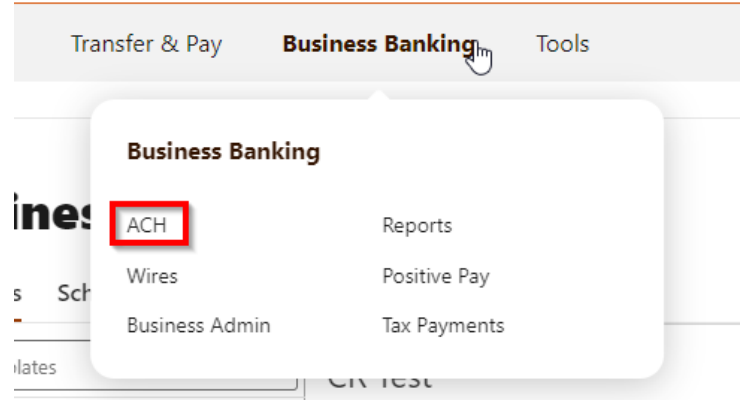


Cancel or Delete Templates

STEP 01/07

Select "ACH" from the Business Banking drop-down.



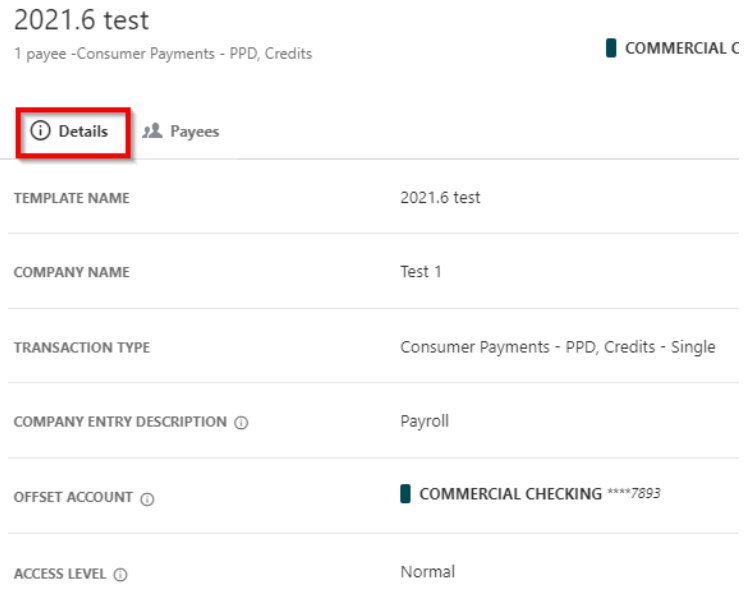
STEP 02/07

From the Templates tab, select the template you'd like to delete.

STEP 03/07

Select "Details" from the template, scroll to the bottom of the page and select "Delete Template".

Then, review the pop-up and select "Delete Template" if you'd like to continue.



Changing template details will not affect templates pending authorization or templates that have already been approved

STEP 04/07

To cancel a scheduled ACH batch, stay in the Business ACH widget and navigate to the "Scheduled" tab.


STEP 05/07

Scroll to find the schedule template you want to cancel and select the "Cancel" button.

STEP 06/07

You will then be prompted to enter a reason for canceling your scheduled ACH batch.

Cancel Scheduled ACH ×


 All future dated payments, both scheduled and pending authorization, in this series will be canceled.

Are you sure you would like to cancel this scheduled ACH batch?

REASON

STEP 07/07

If you wish to continue, select the "Yes, continue" button and look for the green successful banner at the top of the screen.

 Your scheduled template was successfully canceled. ×

Accounts Transfer & Pay **Business Banking** Tools