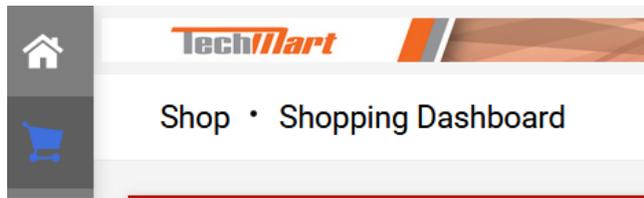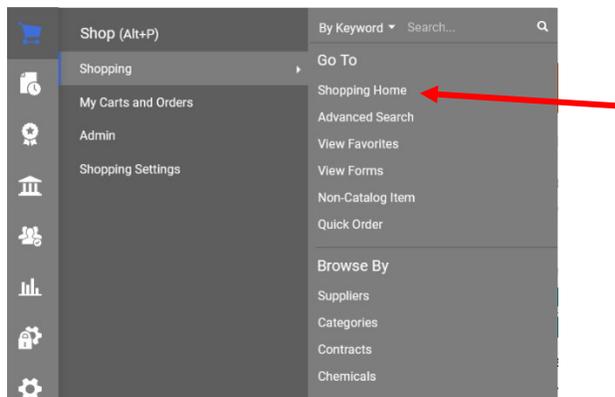# Stop Payment Procedure

The Stop Payment Request Form must be included to initiate the stop payment via our financial institution.

The Stop Payment Request form can be found in TechMart (access.caltech.edu).
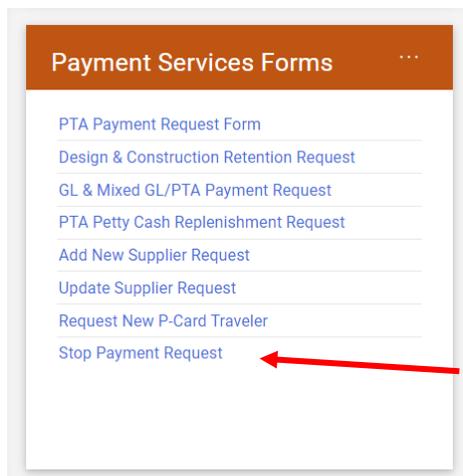
1. TechMart Shopping Cart Icon

2. Shopping Home

3. Payment Service Forms – Stop Payment Request

4. Click questions > Click next

Proceed to answer all questions

5. Submit the form

End of Activity