Bonvenu Bank

Positive Pay – Void A Check

Use the **Void a Check** page to void an issued check on the client's account.

Void a Check

Step 1. Enter check information.

Account ID:	BCE Payroll
Check Number:	10006
Check Amount:	590.01
Issued Date:	03/08/2016

Step 2. Click the "Find Matching Check" button to find the check.

Find Matching Check

Step 3. Verify the check that will be voided.

Account ID	Check #	Check Amount	Issued Date
BCE Payroll	10006	590.01	03/08/2016

Step 4. Click the "Void Check" button to complete the void process.

Void Check

Note: Voids are retained within the system for 90 days after an item has been voided.

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

- **Check Number**—the number of the issued check.

- **Check Amount** — the amount the check was written for.

- **Issued Date**—the date the check was issued.

Note: All three fields (Check Number, Check Amount, and Issued Date) are required to void a check.