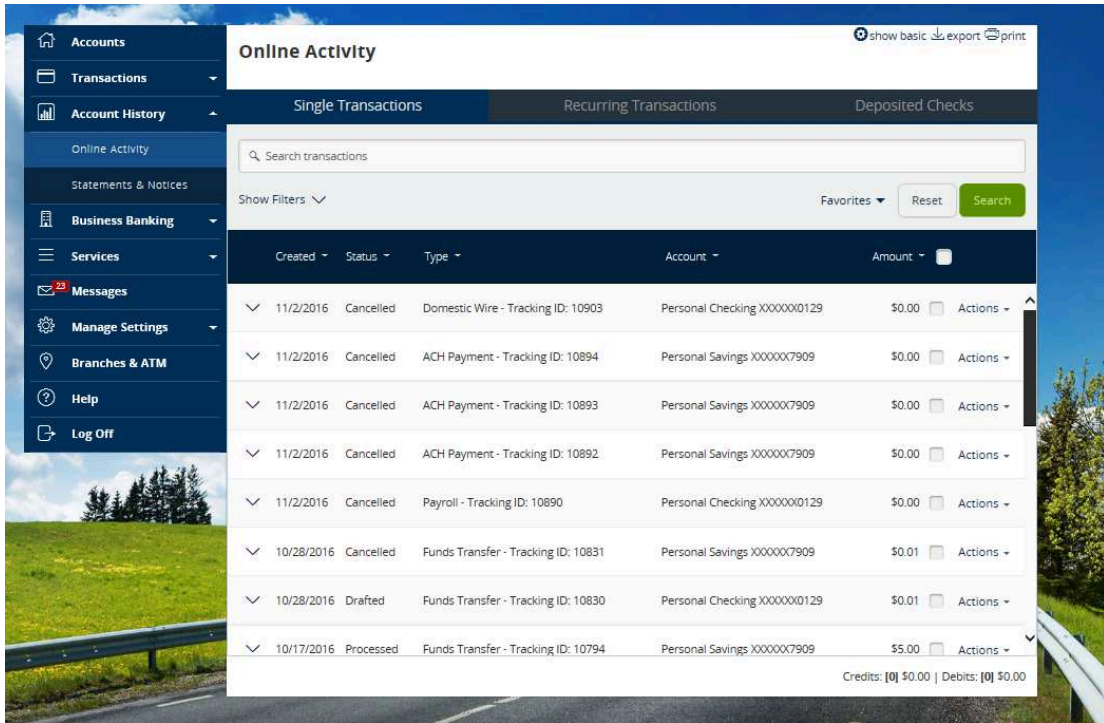


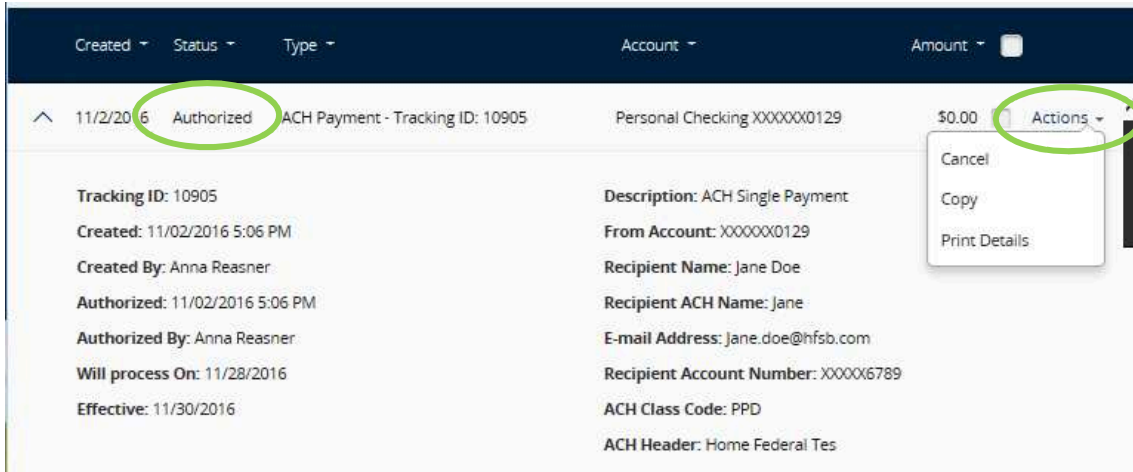


How to delete ACH and Wire Transfers

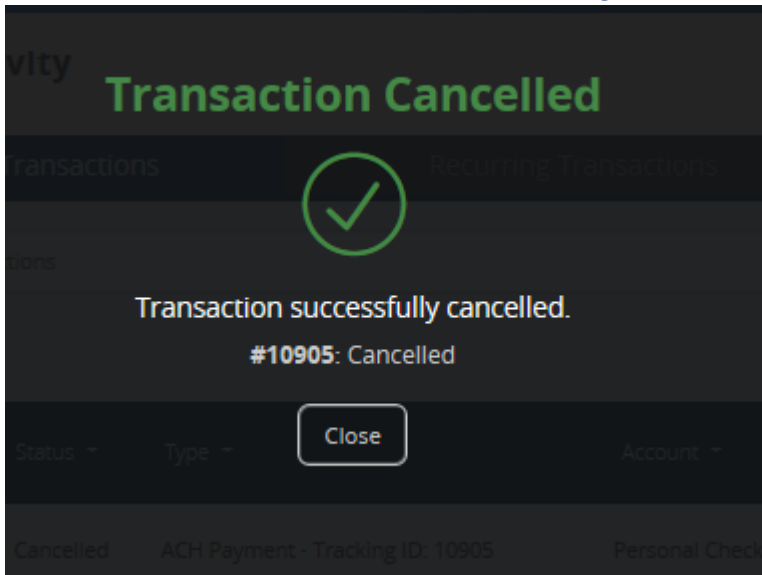
1. Login into online banking and navigate to **Account History > Online Activity**



2. Locate the transaction you wish to delete (the list of transactions can be sorted by the arrows next to each column title or searched for by name or amount). Select **Actions** on the appropriate transaction and select cancel. Only transactions in Authorized or Drafted Status can be canceled. Transactions that have processed are unable to be canceled.



- 3. You should see the confirmation screen confirming the transaction has been canceled.



- 4. **Important to note** - If you are trying to delete a recurring transaction you will also need to select the recurring transaction tab on the online activity page and delete the other recurring instances of the transaction.

Online Activity print

Single Transactions **Recurring Transactions** Deposited Checks

TYPE: All STATUS: All ACCOUNT: All CREATED BY: All

START DATE: Select Date to END DATE: Select Date TRANSACTION ID: AMOUNT: to

Reset Apply Filters

Created	Status	Type	Account	Amount	Actions
11/2/2016	Cancelled	ACH Payment - Tracking ID: 10891	Personal Savings XXXXXX7909	\$0.00	Actions
10/12/2016	Cancelled	Funds Transfer - Tracking ID: 10748	Personal Savings XXXXXX7909	\$1.01	Actions
10/12/2016	Cancelled	Funds Transfer - Tracking ID: 10733	Personal Savings XXXXXX7909	\$99.00	Actions