

# How To Cancel Scheduled Payments

1. Log in to your case and click on the Scheduled Payments Tab.

Home Settings Logoff

**Main Menu**  
Payments  
Settings

**Welcome John Fake-Case**  
You last visited us on 17 Apr 2015 at 10:00 AM

**Make A Payment** **Scheduled Payments** Payment History

Thank you for visiting our website. For your complete payment details, please click on the link to please contact your attorney. THE DUE DATE AND PLAN PAYMENT AMT, AS REFLECTED ON THE BANKRUPTCY COURT ORDERS THAT MAY HAVE BEEN ENTERED IN YOUR CASE. IN THE EVENT COURT ORDERS SHALL BE CONTROLLING. ANY FAILURE TO COMPLY WITH ALL BANKRUPTCY COURT COURT ORDERS SHALL BE CONTROLLING. ANY FAILURE TO COMPLY WITH ALL BANKRUPTCY COURT COURT PAYMENTS UNDER YOUR PLAN UNTIL YOUR CASE IS COMPLETED.

**Online Payment ID** 99999999876

Due Date	Monthly Plan Payment Amount	Total Monthly Payment Amount
28 Apr 2015	\$ 7,500.00	\$ 7,500.00

2. On the Scheduled Payments tab you will see a listing of all payments that you have scheduled to be debited from your account. Click on the ID number of the payment(s) that you wish to cancel.

**Welcome John Fake-Case**  
You last visited us on 17 Apr 2015 at 10:00 AM

**Make A Payment** **Scheduled Payments** Payment History

**Online Payment ID** 99999999876

**Chapter 13 Trustee** Christopher Micale

ID	Date Created	Status	Type	Method	Payment Date	Total Amount
<u>2062669</u>	17 Apr 2015 10:59 AM	Scheduled	Recurring	ACH	Thu 30 Apr 2015	\$ 7,501.00
<u>2062670</u>	17 Apr 2015 10:59 AM	Scheduled	Recurring	ACH	Sat 30 May 2015	\$ 7,501.00

3. A payment details popup window will appear. Review the information and if this is the payment that you want to cancel click on the Cancel Payment link at the bottom left of the window.

**Payment Details** Details | History

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**Online Payment ID:** 99999999876  
Chapter 13 Trustee: Christopher Micale

Payment ID: 2062669  
Payer Name: John Fake-Case  
Payer Email Address: lmi@ch13wdva.com

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Payment Type: Recurring Payment  
Payment Frequency: Monthly  
Payment Number: 1 of 2

Payment Entered Date: 17 Apr 2015  
Payment Date: 30 Apr 2015  
Payment Effective Date: 01 May 2015

Payment Amount: \$ 7,500.00  
Bank Processing Fee: \$ 1.00  
**Total Amount: \$ 7,501.00**

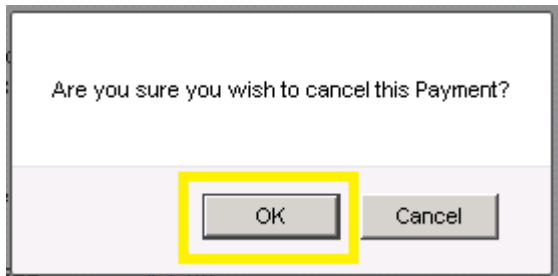
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Payment Method: Checking/Savings  
Routing Number: 061000104  
Account Type: Personal/Checking  
Account Number: xxxxx xxxx 8911

*Please note, this payment will show as two separate debits to your banking account in the amounts of \$ 7,500.00 and \$ 1.00*



4. Another popup window will appear and ask “**Are you sure you wish to cancel this Payment?**” Click on the OK button if you want to proceed to cancel the payment.



5. You have now cancelled this payment. If you need to cancel more payments simply follow these same steps for each payment that you wish to cancel.