



## How to delete/cancel ACH and Wire Transfers

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

HOME FEDERAL  
Good Evening, Test Test

Accounts  
Transactions  
Account History  
**Online Activity**  
Statements & Notices  
Business Banking  
Services  
Messages  
Manage Settings  
Branches & ATM  
Help  
Disclaimers  
Log Off

### Online Activity

Single Transactions   Recurring Transactions   Deposited Checks

Search transactions

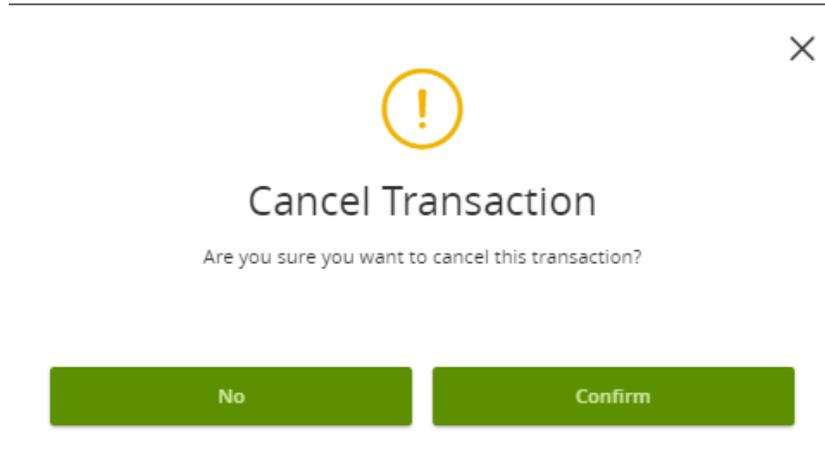
Created date	Status	Approvals	Transaction Type	Account	Amount	
5/3/2021	Authorized	1 of 1	Payroll - Tracking ID: 789443	WAIVED BUS DDA - HF ACCTS XXXXXX	\$0.00	
5/3/2021	Drafted	0 of 1	Payroll - Tracking ID: 789442	WAIVED BUS DDA - HF ACCTS XXXXXX	\$0.00	
5/3/2021	Drafted	1 of 2	Domestic Wire - Tracking ID: 789441	WAIVED BUS DDA - HF ACCTS XXXXXX	\$0.01	
4/26/2021	Cancelled	N/A	ACH Batch - Tracking ID: 789438	WAIVED BUS DDA - HF ACCTS XXXXXX	\$0.01	
4/26/2021	Cancelled	N/A	ACH Batch - Tracking ID: 789437	WAIVED BUS DDA - HF ACCTS XXXXXX	\$0.01	
4/16/2021	Cancelled	N/A	ACH Collection - Tracking ID: 789427	BUSINESS CHECKING XXXXXX	\$0.02	

2. Locate the transaction to be deleted/cancelled (the list of transactions can be sorted by the arrows next to each column title or searched for by name or amount). Select the three dots icon on the appropriate transaction and select cancel. Only transactions in Authorized or Drafted Status may be cancelled. Transactions that have already processed are unable to be deleted/cancelled.

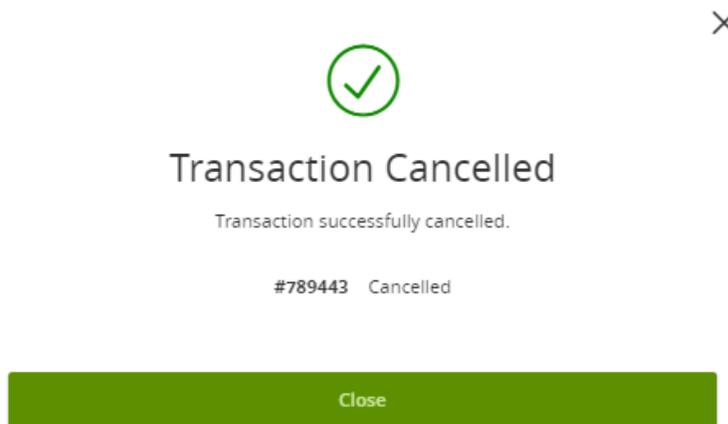
Created date	Status	Approvals	Transaction Type	Account	Amount	
5/3/2021	Authorized	1 of 1	Payroll - Tracking ID: 789443	WAIVED BUS DDA - HF ACCTS XXXXXX	\$0.00	Actions
5/3/2021	Drafted	0 of 1	Payroll - Tracking ID: 789442	WAIVED BUS DDA - HF ACCTS XXXXXX		
5/3/2021	Drafted	1 of 2	Domestic Wire - Tracking ID: 789441	WAIVED BUS DDA - HF ACCTS XXXXXX		
4/26/2021	Cancelled	N/A	ACH Batch - Tracking ID: 789438	WAIVED BUS DDA - HF ACCTS XXXXXX		
4/26/2021	Cancelled	N/A	ACH Batch - Tracking ID: 789437	WAIVED BUS DDA - HF ACCTS XXXXXX		

Dropdown menu options: Toggle Details, Cancel, Inquire, Copy, Print Details

- 3. The next screen will be to confirm the cancellation of the transaction. Simply select *Confirm* to continue.



- 4. A confirmation screen will appear confirming the transaction has been cancelled.



**Important to note** - To delete/cancel 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.

Created date	Status	Approvals	Transaction Type	Account	Amount
4/13/2021	Cancelled	N/A	Funds Transfer - Tracking ID: 789414	BUSINESS CHECKING XXXXX	\$0.50