

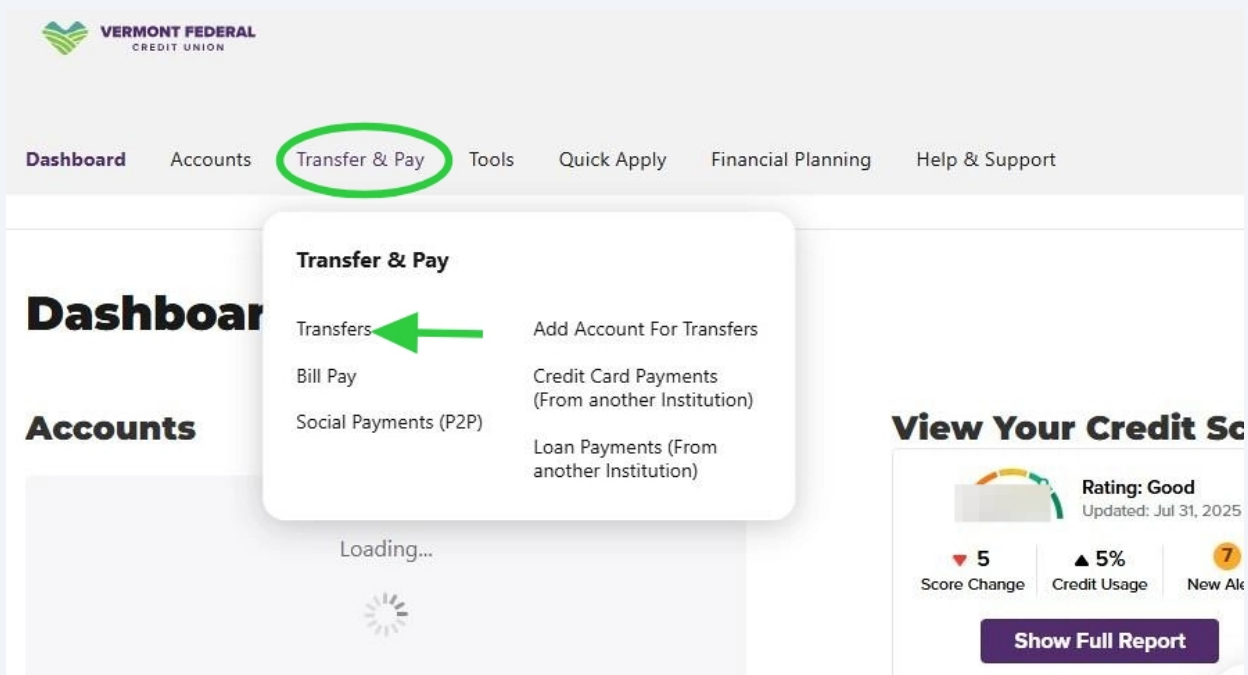
How to Cancel or update a Scheduled Transfer and Scheduled Bill Payment



1. Update or Cancel a Scheduled Transfer

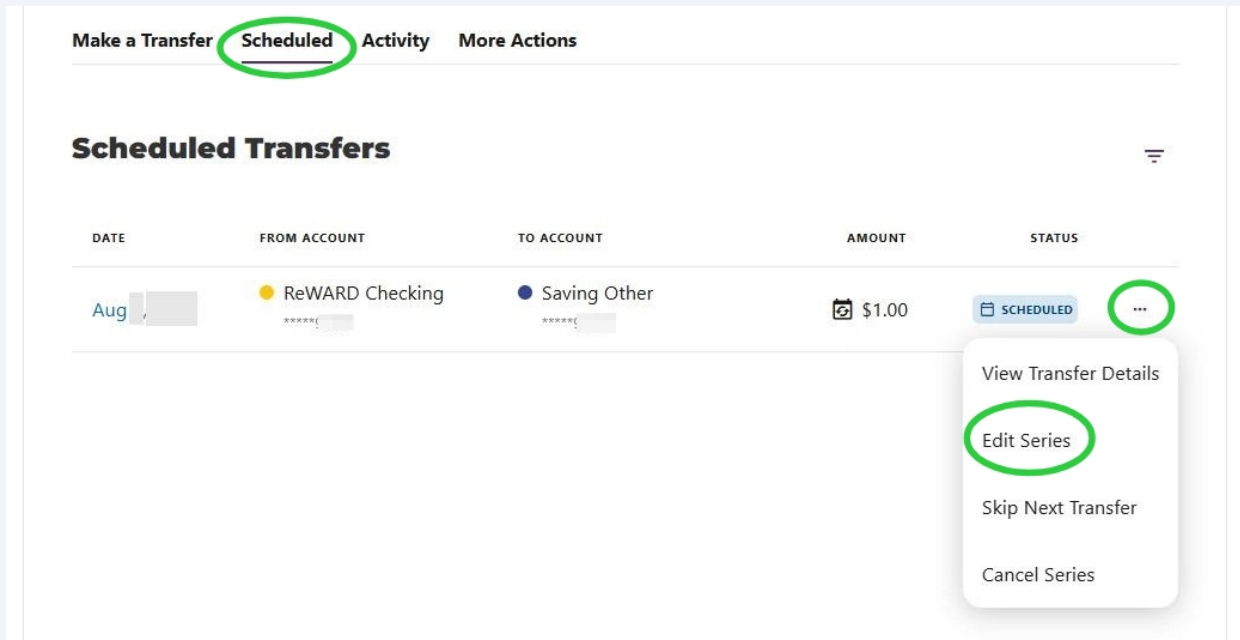
• Applies to:

- Transfers to **External Bank Accounts**.
- Transfers to **Another VFCU Member**.
- Transfers to **your own VFCU Accounts**.
- Log in to your online or mobile banking account. [Vermont Federal Credit Union](#)
- From the main menu, select **Transfer & Pay** and click Tap on **Transfer**.



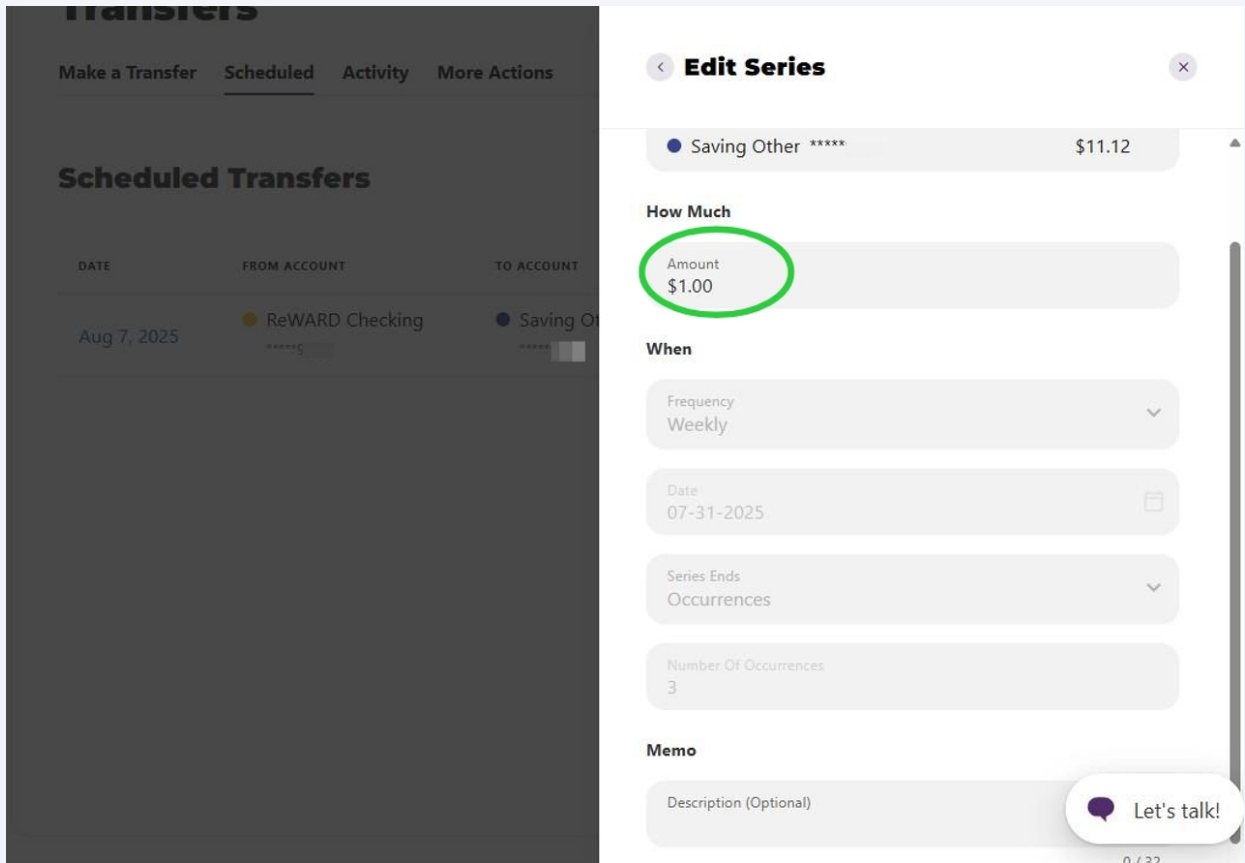
2

- On the Transfer page, select **Scheduled**.
- You'll see a list of all your scheduled transfers. ☐☐ **To Edit a Transfer:**
 - Tap the **three dots** next to the transfer.
 - Select **Edit Transfer**.



3

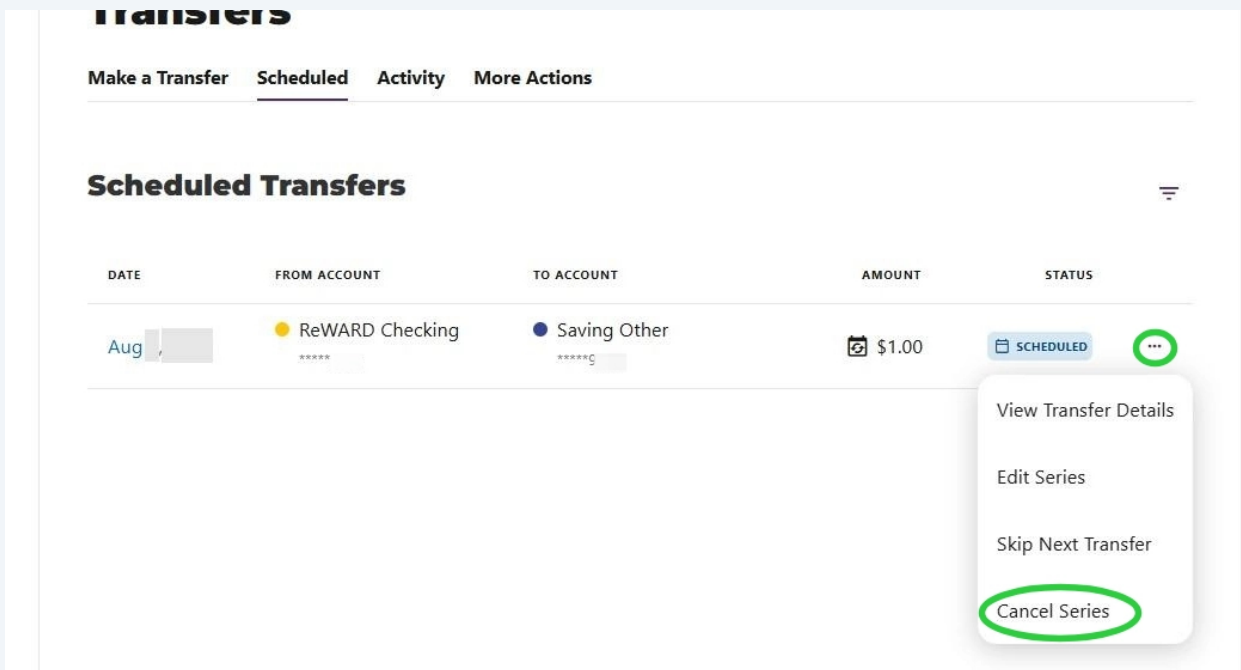
- You can update the **amount** and **date**.
- If it's a **recurring transfer**, you can:
 - Edit the **entire series (recurring transfer)**
 - **Skip** the next transfer



4

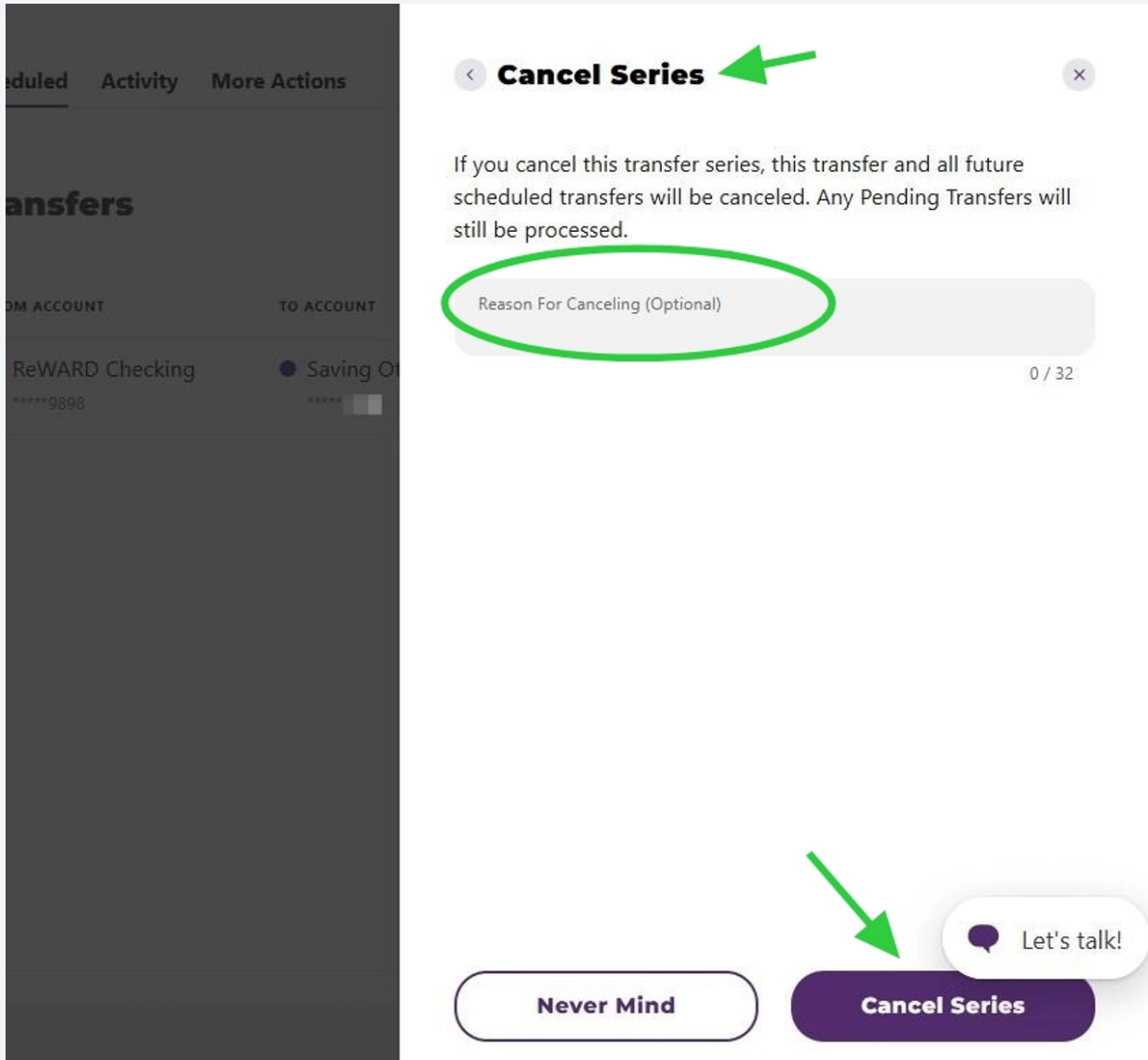
• To Cancel a Transfer:

- Tap the **three dots** next to the transfer.



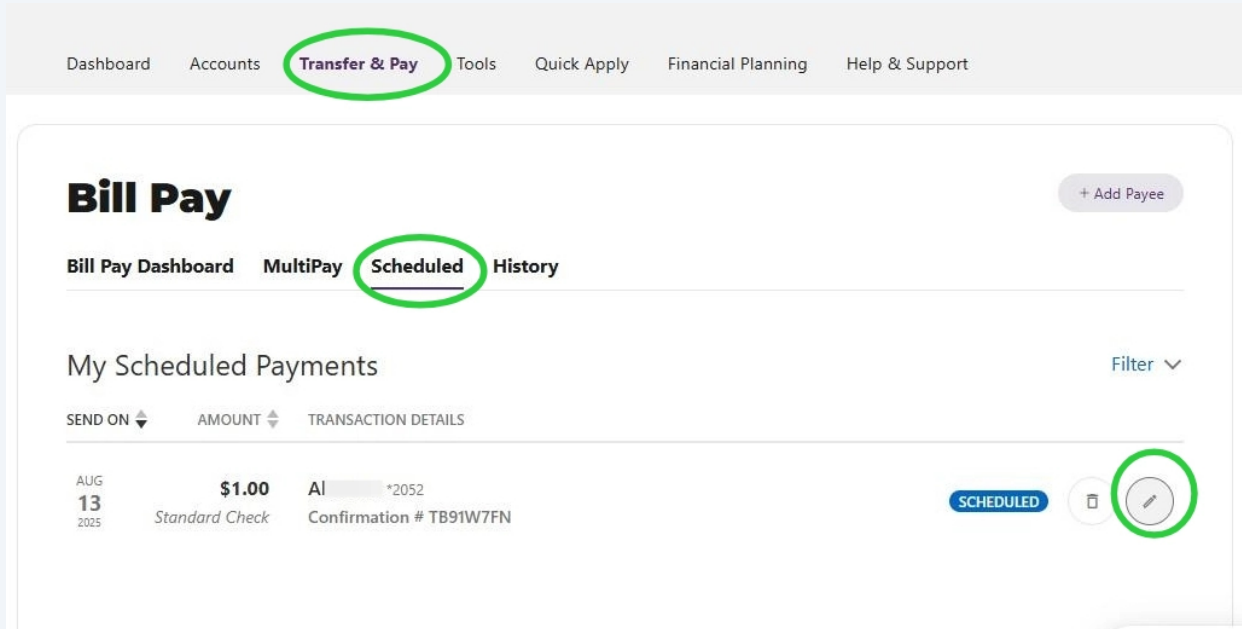
5

- Select **Cancel (Series) Transfer**.
- Click the "**Reason for Canceling (optional)**" field.
- **Note** - If you cancel this transfer series, this transfer and all future scheduled transfers will be canceled. Any Pending Transfers will still be processed.



6 2. Update or Cancel a Scheduled Bill Pay Payment

- Select **Bill Pay** from Transfer & Pay
- On the Bill Pay page, tap **Scheduled** to view all scheduled payments.



7 To Edit a Payment:

- Tap the **pen icon** next to the payment.
- You can update the **amount** (if the frequency is set to weekly or monthly).
- For **one-time payments**, you can also update the **date**.

My Scheduled Payments Filter ▾

SEND ON ▾ AMOUNT ▾ TRANSACTION DETAILS

AUG 13 2025 **\$1.00** Standard Check Ali *2052 Confirmation # TB91W7FN SCHEDULED 🗑️ ✕

Pay From **ReWARD Checking** *****9898

Frequency One Time

Send on 13 AUG 2025 *Estimated delivery date 19 AUG 2025*

Amount

Delivery Fee None

Send On 🗑️

+ Add Memo

🗑️ Cancel Payment Cancel Save

8 To Cancel a Payment:

- Tap the **pen icon**, then scroll to the bottom and select **Cancel Payment**.
- Alternatively, tap the **trash icon** (next to the pen) to cancel the payment.

My Scheduled Payments Filter ▾

SEND ON ▾ AMOUNT ▾ TRANSACTION DETAILS

AUG 13 2025 **\$1.00** Standard Check A [REDACTED] *2052 Confirmation # TB91W7FN SCHEDULED [trash icon] [pen icon]

Pay From ReWARD Checking ****9898

Frequency One Time

Send on 13 AUG 2025 *Estimated delivery date 19 AUG 2025*

Amount \$ 1.00

Delivery Fee None

Send On 08/13/2025 [calendar icon]

+ Add Memo

[trash icon] Cancel Payment

Cancel Save

9 Click "Yes, Cancel"

If you encounter any issues, please contact member support for assistance **(888) 252-0202**. Thank you!

The screenshot shows a credit union's online banking interface. At the top, there is a navigation menu with options: Dashboard, Accounts, **Transfer & Pay**, Tools, Quick Apply, Financial Planning, and Help & Support. The main content area is titled "Bill Pay" and includes a sub-menu with "Bill Pay Dashboard", "MultiPay", "Scheduled" (which is underlined), and "History". A "+ Add Payee" button is located in the top right corner of the Bill Pay section.

The "My Scheduled Payments" section displays a table with columns for "SEND ON", "AMOUNT", and "TRANSACTION DETAILS". One payment is listed for "AUG 13 2025" for an amount of "\$1.00" via "Standard Check". The transaction details include "Confirmation # TB91W7FN".

Below the payment details, there are fields for "Pay From" (ReWARD Checking ****9898), "Frequency" (One Time), and "Send on" (13 AUG 2025, with an estimated delivery date of 19 AUG 2025).

A confirmation dialog box is overlaid on the screen, asking "Are you sure?". The text inside the dialog reads: "Clicking 'Yes' will remove this payment or payment series from the system permanently. Do you wish to continue?". There are two buttons: "No" and "Yes, Cancel". The "Yes, Cancel" button is circled in green.

At the bottom right of the interface, there is a "Let's talk!" button with a speech bubble icon.