![National Bank of Middlebury logo]

1. From the left menu select 'Online Activity'

2. Locate the transaction you need to cancel within online activity.
   Note: Transactions can only be cancelled if the status is "**Authorized**"

3. Select the three dots to the far right of the transaction and select 'Cancel'
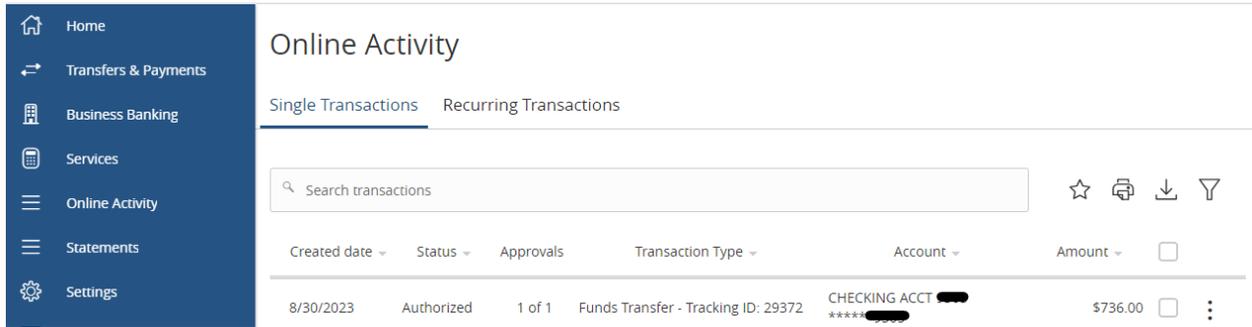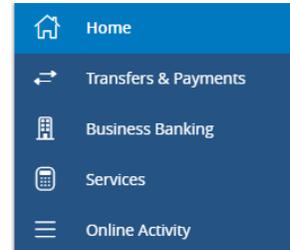
4. A screen will be presented asking you to confirm you would like to cancel the transaction. Once you are confident you are cancelling the correct transaction select 'Confirm'
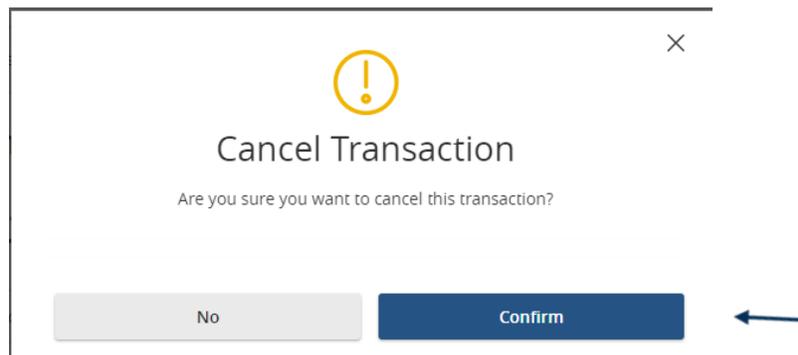
Questions? We're here to help.
Customer Service: 877.508.8455

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