AXIOPRAX FIXES · D25 · PAYOUTS & HOLDS

Payout schedule checklist

Change how often Shopify Payments pays you without delaying money you are owed.

- ☐ **Pending amount and next payout date noted**
  Finance > Payouts
- ☐ **Payout settings opened**
  Settings > Payments > Shopify Payments > Manage
- ☐ **Daily, weekly or monthly selected (weekday picked if weekly)**
  Payouts section > Payouts schedule
- ☐ **Payout email notification turned on, then saved**
  Get notified by email every time you receive a payout > Save
- ☐ **Switch made right after a payout, before the busy days**
  Pending payouts wait for the new schedule
- ☐ **Next payout date checked after saving**
  Finance > Payouts

Keep in mind

- The schedule does not change settlement time.
- Fri, Sat and Sun captures arrive as one payout.
- Banks take 1 to 3 business days after sending.
- Reserves and holds are not released by a switch.

Sources: Shopify Help Center pages listed on the fix page (checked Nov 2026). Full fix: axioprax.com/fixes/change-shopify-payout-schedule