STATEMENT RECONCILIATION

Reconciliation of Account

CHECKS WRITTEN BUT NOT PAID			
NUMBER	AMOUNT		
Total of Checks not paid			

Reconciliation Instructions

Date: _____

Please examine this statement and items at once and refer any exceptions immediately.

Sort your checks numerically or by date issued.

Mark off in your checkbook each of your checks paid by the bank and list the numbers and amounts of those not paid in the space provided at the left. Include any checks still not paid from previous statements.

Subtract from your checkbook balance any SERVICE CHARGE (S.C.) or bank charge appearing on your statement.

Reconcile your statement in the space provided below.

Enter bank balance from statement			
Add deposits not credited by bank (if any)			
TOTAL			
Subtract Total of Checks not paid			
THIS AMOUNT SHOULD EQUAL YOUR CHECKBOOK BALANCE →			

PLEASE ADVISE US IF YOU CHANGE YOUR ADDRESS

IN CASE OF ERROR OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

If you need more information about an electronic transfer appearing on this statement, or if you think your statemen receipt is wrong, please telephone or write us as soon as possible at the phone number or address on the first page your statement. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number.
2. Describe the error or transfer you are unsure about and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and correct any error promptly. If we take more than 10 business days to do this, we will recredit your account for the amount you think is in error so that you will have use of the money during the ti it takes us to complete our investigation.

If you would like to confirm that an automatic deposit to your account has been made as scheduled, you may call us during normal business hours at the phone number on the first page of your statement.