THIS FORM IS PROVIDED TO HELP YOU BALANCE
YOUR CHECKBOOK WITH YOUR STATEMENT

1. In your checkbook enter as a deposit the interest earned on your N.O.W. or Statement Account as it appears on the front of your statement.
2. Verify that checks are charged on statement for amount drawn.
3. Be sure that Service Charge (if any) or other authorized deductions shown on this statement have been deducted from your checkbook balance.
4. Verify that all deposits have been credited for the same amount as on your records.
5. Be sure that all checks outstanding on previous statement have been included in this statement (otherwise they are still outstanding)
6. Check off on the stubs of your checkbook each of the checks paid by us.
7. Make a list of the numbers and amounts of those checks still outstanding in the space provided at the left.

CHECKS OUTSTANDING		
NUMBER	AMOUNT	
TOTAL OUTSTANDING		

CARRY OVER →

8.	ENTER FINAL BALANCE AS PER STATEMENT		
9.	**ADD** ANY DEPOSITS NOT CREDITED		
10.	TOTAL		
11.	**SUBTRACT** CHECKS OUTSTANDING		
12.	**BALANCE** SHOULD AGREE WITH YOUR CHECKBOOK		