

IF YOU HAVE ANY OTHER ACCOUNTS
PLEASE FILL IN BELOW

	ACCOUNT NUMBER
CHECKING	
SAVINGS	
PERSONAL LOAN	
REAL ESTATE	
SAFE DEPOSIT BOX	
CERTIFICATE OF DEPOSIT	
NOW ACCOUNT	

CHANGE OF ADDRESS
ENTER CORRECT NAME AND ADDRESS BELOW:

NAME _____

SECOND NAME _____
(IF JOINT ACCOUNT)

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

SIGNATURE X _____

PHONE NO _____ SOCIAL SECURITY NO _____



INSTRUCTIONS

LIST OUTSTANDING CHECKS
CHECKS WRITTEN WHICH DO
NOT APPEAR ON THIS
STATEMENT OR ANY PRIOR
STATEMENT.

1. COMPARE CHECK (DEBITS) INFORMATION ON FRONT OF STATEMENT WITH YOUR CHECKBOOK REGISTER.
2. MAKE NOTATION ON CHECK STUB OR CHECK REGISTER TO INDICATE CHECKS PAID.
3. BANK BALANCE SHOWN ON STATEMENT _____
4. COMPARE DEPOSITS SHOWN ON STATEMENT, INCLUDING BANK ORIGINATED CREDITS, WITH THOSE ENTERED IN YOUR REGISTER, ADD ANY NOT SHOWN ON STATEMENT _____
5. SUB-TOTAL _____
6. SUBTRACT TOTAL OF OUTSATNDING CHECKS _____
7. ACCOUNT BALANCE _____

8. YOUR CHECKBOOK BALANCE _____
9. SUBTRACT ANY BANK CHARGES INCLUDING MONTHLY SERVICE CHARGE AND AUTOMATIC PAYMENTS OR TRANSFERS YOU HAVE AUTHORIZED AND THAT HAVE BEEN DEDUCTED ON THIS STATEMENT THAT HAVE NOT BEEN ENTERED IN YOUR REGISTER _____
10. ADD ANY DEPOSITS, INCLUDING AUTOMATIC CREDITS SUCH AS PAYROLL CHECK SENT DIRECTLY TO BANK, APPEARING ON STATEMENT THAT HAVE NOT BEEN ENTERED IN YOUR CHECK REGISTER _____
11. ADJUSTED CHECKBOOK BALANCE _____

CHECK NO	AMOUNT OF CHECK
TOTAL	

IMPORTANT: ADJUSTED CHECKBOOK BALANCE SHOULD AGREE WITH ACCOUNT BALANCE.

PLEASE EXAMINE YOUR STATEMENT AND REPORT ANY DIFFERENCE WITHIN 14 DAYS FROM STATEMENT DATE.

In case of errors or questions about your electronic funds transfers (including direct deposits or withdrawals of funds, automated teller machine transfers and point-of-sale transfers): **Telephone us or write us using the phone number and/or address** on the front side of your statement as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. 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 determine whether an error occurred within 10 business days after we hear from you. We will correct any error promptly. For electronic funds transfers, we may take up to 20 business days if the transfer involved a new account. If we need more time, however, we may take up to 45 days (90 days if the transfer was not initiated within a state, or was a point-of-sale debit card transaction or involved a new account) to investigate your complaint or question. If we decide to do this, we will credit your account within 10 business days (20 business days if the transfer involved a new account) for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

To report lost or stolen Gold Key 24-Hour Teller ATM cards after banking hours and on weekends, call (254) 690-5464.