

BALANCING YOUR ACCOUNT

1. Subtract from your check register any service, miscellaneous, or automatic charge(s) posted on this statement.
2. Mark (✓) your register after each check listed on front on statement.
3. Check off deposits shown on the statement against those shown in your check register.
4. Complete the form below.
5. The final "balance" in the form below should agree with your check register balance. If it does not, read "Hints for finding differences" below.

HINTS FOR FINDING DIFFERENCES

- ▶ Recheck all additions and subtractions or corrections.
- ▶ Verify the carryover balance from page to page in your check register.
- ▶ Make sure you have subtracted the service or miscellaneous charge(s) from your check register balance.

NEW BALANCE TRANSFER AMOUNT FROM OTHER SIDE	\$	
ADD		
DEPOSITS MADE SINCE ENDING DATE ON STATEMENT		
SUBTOTAL	\$	
CHECKS NOT LISTED ON THIS OR PRIOR STATEMENTS		
NUMBER	AMOUNT	
TOTAL CHECKS NOT LISTED >		
SUBTRACT TOTAL CHECKS NOT LISTED FROM SUB TOTAL ABOVE	BALANCE	\$

THIS SHOULD AGREE WITH YOUR CHECK REGISTER BALANCE



Please contact First State Bank and Trust if you have a change of address to report. In response to the FACT ACT regulations and to protect you from Identity Theft, we have implemented procedures to verify your change request. In order to process the change, we will need to verify your identity. Address changes will be processed using one of these two methods:

- ▶ Visit the bank personally to change your address.
- ▶ Request an "Address Change Form" to be mailed to you at the address we currently have on file. This option will require a notarized signature. The change will not be processed until the completed notarized form is received by the bank.

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