

# INSTRUCTIONS FOR KEEPING YOUR SAVINGS AND CHECKING ACCOUNT RECORDS

1. The space to the left is provided for you to enter all deposits and withdrawals made during the next interest-statement period.
2. Enter the last balance shown on the front side of this statement in the Balance Forward box.
3. Add to your balance all subsequent deposits and deduct all withdrawals.
4. A statement covering the next interest-statement period will be mailed to you at the end of that period with interest earned shown as the last entry.
5. Notify us promptly of any change of address.
6. All deposits and withdrawals are subject to regulations of this institution as from time to time adopted or amended.

**CHECKING OR SAVINGS ACCOUNTS  
ITEMS OUTSTANDING / NOT CHARGED TO ACCOUNT**

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<b>TOTAL</b>	<hr/>	<hr/>	<hr/>	<hr/>

MONTH \_\_\_\_\_ 20 \_\_\_\_\_

**BALANCE FORWARD** \$ \_\_\_\_\_  
**ITEMS NOT CREDITED IN THIS STATEMENT (IF ANY)** \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**SUBTRACT ITEMS OUTSTANDING** \$ \_\_\_\_\_

**BALANCE** \$ \_\_\_\_\_

Should agree with your balance after deducting service charge (if any) shown on this statement for previous month.