

## Checkbook Balancing Worksheet

Deposits Not On the Statement	
Date	Amount
Total:	\$

Bank Balance Shown on your Statement           \$ \_\_\_\_\_

ADD:

Total Deposits Not On the Statement           + \_\_\_\_\_

SUBTOTAL   \$ \_\_\_\_\_

Checks/Debits Outstanding Not Charged To Account	
Check Number	Amount
Total:	\$

SUBTRACT:

Total Checks/Debits Outstanding               - \_\_\_\_\_

Service Charges                                       - \_\_\_\_\_

BALANCE   \$ \_\_\_\_\_

\*This balance should agree with you check register balance. Any differences should be reported to the bank. If no errors are reported within 10 days the statement will be considered to be correct.

IF YOUR ACCOUNT DOES NOT BALANCE CHECK THE FOLLOWING:

1. Are the amounts of all deposits entered in your register the same as those on the statement?
2. Have you written a counter check or had a Debit Card Transaction that has not been deducted from your register?
3. Have you carried the correct balance forward from one register or register page to the next?
4. Have all the check/debit amounts been correctly entered into the register?
5. Are all addition and subtractions correct in your register and this balance sheet?

In Case of Any Question About Your Electronic Transfers

Please Contact Us at the Main Office in Palmer (785)692-4511 or PO Box 90 Palmer, KS 66962 or Barnes Branch Office (785)763-4310 or PO Box 248 Barnes, KS 66933 as soon as you can, if you think your statement or receipt is wrong or if you need more information about that 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 as clearly as possible describe why you believe there is an error. **3)** Tell us the dollar amount of suspected error. We will investigate your complaint and will 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 time it takes us to complete our investigation.

Savings Accounts Are Non-Transferable