



**Statement Date:** \_\_\_\_\_

1. Write in the Ending Balance shown on your statement:

**1. Balance**

2. List all deposits (including interest if applicable) and additions not shown on your statement:

Date	Amount	Date	Amount

**2. Total Deposits**

3. Add Step 2 Total to Step 1 Balance

**3. Subtotal**

4. List all checks, ATM withdrawals, debit card purchases and other withdrawals not shown on statement

Date	Draft #	Description	Amount

**4. Total Withdrawals**

5. Subtract Step 4 (Total Withdrawals not listed) from Step 3 (Ending Balance + Total Deposits not listed). This should match your Share Draft or Checkbook Register.

**IN CASE OF ERRORS OR QUESTIONS**

First verify additions and subtractions above and in your register. Compare the dollar amount of deposits listed in your register to that of the statement and do the same for withdrawals. If an error is found, please contact our office. While some transactions must be disputed in writing, certain electronic transfer disputes must be completed within a specified time frame, or regardless of error, there can be no recovery. It is important that we hear from you as soon as possible to start the proper process.