FOR CHANGE OF ADDRESS	MY ACCOUNTS ARE:
My New Address is:	
NAME _____	☐CHECKING ACCOUNT NUMBER _____
STREET _____	☐SAVINGS ACCOUNT NUMBER _____
CITY _____	☐OTHER _____
STATE _____ ZIP CODE _____	AUTHORIZED SIGNATURE _____

EQUAL HOUSING LENDER

WE MAKE HOME LOANS

MEMBER FDIC

THIS FORM IS PROVIDED TO HELP YOU
BALANCE YOUR BANK STATEMENT

CHECKS OUTSTANDING
(Not Shown on Statement)

NUMBER	$	
TOTAL	$	

Month _____ 20 _____

Your Check Book Balance (At the End of the Period Shown by This Statement)	$
Less Service Charge	$
Add Interest Earned	$
Net Check Book Balance	$
Bank Statement Balance (Last Amount Shown in Balance Column)	$
ADD - Deposits Received By Bank After Date of This Statement	$
TOTAL	$
SUBTRACT – Checks Outstanding	$
BALANCE This figure should agree with your Net Check Book Balance	$

ADVISE US PROMPTLY OF ANY DIFFERENCE. IF NO ERROR IS REPORTED WITHING TEN DAYS THE ACCOUNT WILL BE CONSIDERED CORRECT.

IN CASE OF ERRORS OF QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

Telephone us at 706.769.6611 or write us at P.O. Box 205, Watkinsville, Georgia 30677 as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed 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 problem or error appeared.

(1) Tell us your name and account number.
(2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
(3) Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint in writing within 10 business days.

We will tell you the results of our investigation within 10 business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days to investigate your complaint or question. If we decide to do this, we will recredit your account within 10 business days for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing an we do not receive it within 10 business days, we may not recredit your account.

If we decide that there was no error, we will send you a written explanation within 3 business days after we finish our investigation. You may ask for copies of the documents that we used in our investigation.