

HOW TO BALANCE YOUR CHECKING ACCOUNT											
YOUR STATEMENT	1.	List all CHECKS not accounted for on your Statement under the Outstanding CHECKS column.	OUTSTANDING CHECKS								
	2.	Enter balance shown on Statement:	\$	DATE	CHECK NO.	AMOUNT		DATE	CHECK NO.	AMOUNT	
	3.	ADD deposits not credited on Statement:	\$								
		SUBTOTAL	\$								
	4.	SUBTRACT TOTAL OF Outstanding CHECKS. STATEMENT BALANCE:	\$								
YOUR CHECKBOOK											
1.	Enter balance shown in CHECKBOOK	\$									
2.	ADD deposits not entered in CHECKBOOK	\$									
3.	ADD dividends not entered in CHECKBOOK	\$									
	SUBTOTAL	\$									
4.	Total service charges and other charges not entered in your CHECKBOOK	\$									
		\$									
	SUBTRACT TOTALS CHECKBOOK BALANCE	\$									
YOUR STATEMENT BALANCE SHOULD AGREE WITH YOUR CHECKBOOK BALANCE			SUBTOTAL			TOTAL CHECKS OUTSTANDING					

Your statement balance should agree with your checbook balance. For statement errors, please call the Internal Auditor at 334-215-4856 or 1-800-776-6776, extension 4856

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