

THIS FORM IS PROVIDED TO HELP YOU BALANCE YOUR CHECKBOOK WITH YOUR STATEMENT

Please examine immediately and report if incorrect. If no reply is received within 60 days the account will be considered correct as agreed to on the Deposit Account Agreement and Disclosure you received at opening of the account.

1. In your checkbook enter any interest earned as it appears on the statement.
2. Verify that checks are charged on statement for the amount drawn.
3. Be sure that Service Charge (if any) or other authorized deductions shown on the statement have been deducted from your checkbook balance.
4. Verify that all deposits have been credited for same amount as on your records.
5. Be sure that all checks outstanding on previous statement have been included in this statement (otherwise, they are still outstanding).
6. Check off on the stubs of your checkbook each of the checks paid by us.
7. Make a list of the numbers and amounts of those checks still outstanding in the space provided to the right.

CHECKS OUTSTANDING	
NUMBER	AMOUNT
Total Outstanding	



IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

Telephone us at (740) 474-3191 or write us at:
THE SAVINGS BANK
 118 N. COURT ST.
 CIRCLEVILLE, OHIO 43113

as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement notice on which the error or problem appeared.

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

CARRY OVER	ENTER final balance as per statement			
	ADD Any deposits not credited			
	TOTAL			
	SUBTRACT Checks Outstanding			
	BALANCE Should agree with your checkbook			