

To notify us of an address change, please complete this form, cut along line and forward to the bank.

Old Address.....

New Address.....

**Checking Account Reconciliation**

CHECKS OUTSTANDING	
NUMBER	AMOUNT
TOTAL OUTSTANDING	

BALANCE SHOWN ON THIS STATEMENT \$ \_\_\_\_\_

ADD+ DEPOSITS NOT SHOWN ON THIS STATEMENT (IF ANY) \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

SUBTRACT - WITHDRAWALS OUTSTANDING \$ \_\_\_\_\_

BALANCE \$ \_\_\_\_\_

SHOULD AGREE WITH YOUR CHECKBOOK BALANCE AFTER DEDUCTING CHARGES AND ADDING CREDITS SHOWN ON THIS STATEMENT.

PLEASE REFER ANY DISCREPANCIES WITHIN 30 DAYS

THE FOLLOWING INSTRUCTIONS ARE PUBLISHED IN COMPLIANCE WITH FEDERAL AND STATE BANKING REQUIREMENTS. OUR BUSINESS DAYS ARE MONDAY THROUGH FRIDAY, HOLIDAYS ARE NOT INCLUDED.

**The Trust Bank, P.O. Box 8, Lenox, Ga. 31637 - (229) 546-4215**

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS: Telephone us Monday thru Friday between 9 a.m. and 4 p.m. or write us as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on this 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.

- Tell us your name and account number (if any).
- Describe the error or 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.
- Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within 10 business days. 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. If we ask you to put your complaint or question in writing and 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.