



Kennebec Savings Bank

To Balance Your Checking Account

This statement shows all deposits, checks, and electronic preauthorized transfers processed between the dates of your last statement and this statement. If the balance in your checkbook register does not equal the ending balance on this statement, please complete the following steps to ensure your account is in balance.

- (1) Place a checkmark next to any check, deposit, electronic or preauthorized transfers appearing on this statement.
- (2) List any deposits, electronic or preauthorized credit transfers which have not yet appeared on your statement:
- (3) List any checks and electronic or preauthorized debit entries which have not yet appeared on your statement:

Deposits or Credits

Date or Description	Dollars	Cents
TOTAL		

Checks or Debits

Date or Description	Dollars	Cents
TOTAL		

- (4) Record the ending balance shown on your statement: \$ _____
- (5) Record the total deposits from step 2: + _____
- (6) Add the amounts in steps 4 and 5: = _____
- (7) Record the total deductions from step 3: - _____
- (8) Subtract the amount in step 7 from the total in step 6:
This amount should agree with your check register balance. = _____

If the amount in step 8 does not agree with your check register, please check the following:

- Have you added to your register any interest earned during the statement period?
- Have you subtracted from your register all service charges shown on your statement?
- Have you included in your register all deposits, checks, electronic or preauthorized transfers, Revolving Credit advanced, and Revolving Credit payments on this statement?
- Have you rechecked your addition and subtraction?