## FOR ASSISTANCE IN BALANCING YOUR ACCOUNT, FOLLOW THIS PROCEDURE:

- Compare your deposit receipts with deposits shown on your statement. Be sure to add to your checkbook or register balance interest or other credits shown on this statement.
- In the space provided on the right list any deposits made but not shown on your statement.
- Using the listing of your checks and withdrawals from this statement, mark your checkbook or register for each item shown.
- Be sure that any other charges shown on your statement are deducted from your checkbook or register balance.
- In the space provided on the right list all checks and withdrawals not shown on your statement.
- Enter the ending balance from your statement on line 1.
- Enter the total unlisted deposits on line 2.
- Total lines 1 and 2 and enter on line 3.
- Enter the total outstanding checks and withdrawals on line 4.
- Subtract line 4 from line 3 and enter on line 5.
- Enter your checkbook or register balance on line 6. This should agree with line 5.

| UNLISTED DEPOSITS | |
|---|---|
| DATE | AMOUNT |
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| TOTAL(2) | |

| OUTSTANDING CHECKS | |
|---|---|
| NUMBER | AMOUNT |
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| TOTAL(4) | |

$ _____ (1)

$ _____ (2)

TOTAL $ _____ (3)

$ _____ (4)

TOTAL $ _____ (5)

$ _____ (6)

### IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

Call us at (937) 783-2451
or write us at:
**The First National Bank**
121 E. Main Street
Blanchester, Ohio 45107

If you need more information about an electronic transfer or if you think an electronic transfer listed on your statement or receipt is wrong, notify us as soon as possible. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem 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 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 (20 business days for errors involving POS debit card transactions or transfers initiated outside the U.S.) 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.

### IN CASE OF QUESTIONS ABOUT YOUR DIRECT DEPOSIT

If you have arranged for direct deposits to your account at least once every 60 days from the Government, the same person or company, you can confirm that the deposit has been made by calling us at: (937) 783-2451 or 1-(866) 256-2265 (Toll Free 24 Hours)