

STANDARD FORM TO CONFIRM ACCOUNT BALANCE INFORMATION WITH FINANCIAL INSTITUTIONS

ORIGINAL
To be mailed to accountant

_____ CUSTOMER NAME

Financial Institution's Name and Address

We have provided to our accountants the following information as of the close of business on _____, regarding our deposit and loan balances. Please confirm the accuracy of the information, noting any exceptions to the information provided. If the balances have been left blank, please complete this form by furnishing the balance in the appropriate space below.* Although we do not request nor expect you to conduct a comprehensive, detailed search of your records, if during the process of completing the confirmation additional information about other deposit and loan accounts we may have with you comes to your attention, please include such information below. Please email or fax this form to our auditors.

1. At the close of business on the date listed above, our records indicated the following deposit balance(s):

ACCOUNT NAME	ACCOUNT NO.	INTEREST RATE	BALANCE*

2. We were directly liable the financial institution for loans at the close of business on the date listed above as follows:

ACCOUNT NO./ DESCRIPTION	BALANCE*	DATE DUE	INTEREST RATE	DATE THROUGH WHICH INTEREST IS PAID	DESCRIPTION OF COLLATERAL

_____ (Customer's Authorized Signature)

_____ (Date)

The information presented above by the customer is in agreement with our records. Although we have not conducted a comprehensive, detailed search of our records, no other deposit or loan accounts have come to our attention except as noted below.

_____ (Financial Institution Authorized Signature)

_____ (Date)

_____ (Title)

EXCEPTIONS AND/OR COMMENTS

Please return this form directly to our accountants:

*Ordinarily, balances are intentionally left blank if they are not available at the time the form is prepared.

