

**FORM FOR CONFIRMATION OF BANK BALANCES**  
**(Not necessary for statement accounts. Use for passbook accounts or CD's)**

From: \_\_\_\_\_ (name & address of church)

To: \_\_\_\_\_ (name of the bank)

Please confirm directly to our auditor/audit committee (name and address of auditor/audit committee representative) \_\_\_\_\_  
 the balances in our bank accounts as of December 31, 20\_\_\_. We have listed below the names and numbers of our accounts with you. A self-addressed envelope is enclosed for your convenience.

Yours truly,

(Authorized signature and name & address of church)

<i>Number of Account</i>	<i>Name of Account</i>	<i>Balance as of 12/31/___</i>
# _____ (fill in)	_____ (fill in)	\$ _____ (leave blank)
# _____	_____	\$ _____
# _____	_____	\$ _____
# _____	_____	\$ _____

(List checking accounts, savings accounts and certificates of deposit)

(To be filled by the bank:)

We certify that according to our records, balances in the accounts of \_\_\_\_\_  
 \_\_\_\_\_ as of December 31, 20\_\_\_ were as shown.

Name of Bank \_\_\_\_\_

Authorized Signature \_\_\_\_\_

(Send this form in duplicate; one copy for the bank)

**FORM FOR CONFIRMATION OF OUTSTANDING LOANS**  
**(not necessary if a statement of account is available)**

To: \_\_\_\_\_ (name of bank)

Please confirm directly to our auditor/audit committee (name and address of auditor/audit committee representative) \_\_\_\_\_

\_\_\_\_\_ the amount of our outstanding loan(s) with you as of December 31, 20\_\_\_. According to our records, the amount of our loan(s) is (are) as follows:

Loan #	Principal amount due	\$ _____
	Interest rate	_____ %
	Terms of repayment	_____

Loan #	Principal amount due	\$ _____
	Interest rate	_____ %
	Terms of repayment	_____

If the above information is correct, please sign the enclosed copy of this form and return it in the enclosed self-addressed envelope. If this information is not correct, please note corrections and return the form to us.

Yours truly,

Name of church  
By (authorized signature)

We certify that according to our records, the details of the outstanding loan(s) of the \_\_\_\_\_ Church as of December 31, 20\_\_ are as indicated above.

Name of Bank \_\_\_\_\_

Authorized signature \_\_\_\_\_

(Send this form in duplicate: one copy to be retained by the lender, one copy to be returned to you).