

## Standard Form to Confirm Account Balance Information with Financial Institutions

**SAMPLE SCHOOL**

Client Name

We have provided to our accountants the following information as of the close of business on JUNE 30, 2019, 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 this confirmation, additional information about other deposit and loan accounts we may have with you comes to your attention, please include such information below. Please use the enclosed envelope to return the original directly to our accountants.

Financial Institution's Name and Address [ Bank Name.  
Bank Address for Confirmation  
City, State Zip Code

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*
Operating Checking	999-9999-99		
Lunch Program Checking	123-456-123		
Building Fund Checking	456-789-123		
Money Market Fund	333-333-333		

2. We were directly liable to 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
Line of Credit					
Building Mortgage					

\_\_\_\_\_  
**Authorized Signer 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's Authorized Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

**Exceptions and/or Comments**

Please return this form directly to our accountants:

Sample School Auditor  
Attn: Name of Auditor  
12345 School House Road  
Milwaukee, WI 53211

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