

Request for CD-ROM Statement(s)

Name: _____

Account Number(s) to be included on the CD-ROM Statement(s):

Monthly CD-ROM Statement:

I am requesting a monthly CD-ROM statement. I understand that in receiving monthly CD-ROM statement(s) I will no longer receive a printed statement through the mail but instead will receive my CD-ROM by mail. I understand there will be a charge of \$5.00 each month for this service which will be assessed at the time my CD-ROM is mailed.

Annual CD-ROM Statement:

I am requesting a ONE TIME CD for the 12 month period of _____ to _____. I realized there will be a \$35.00 fee which will be assessed to my account the day the CD is processed.

I am requesting an annual CD-ROM statement. I understand there will be an annual fee of \$35.00 which will be assessed at the time the CD is produced. I would like my annual CD processed the last day of _____ (enter month) each year.

Mailing Instructions:

I understand that the CD-ROM(s) requested above will be mailed to the address on the account(s) above unless I have specified a different address below:

Signature: _____ Date: _____

All CD-ROMs are password protected and the password will be the last four digits of Social Security number for the primary account holder on the first account listed. If it is a business account it will be the last four digits of the Federal Tax ID number for the business.

Once the bank receives a signed authorization to begin CD-ROM statements, paper statements will stop and CD-ROM statements will begin. Please note this change is a process and may take a few days to complete. If we receive your authorization close to the time your next statement is due to be mailed out you may receive one more paper statement before changing over to CD-ROM statements.

Employee taking request: _____ **Please forward to the Data Center for processing**

CSR Use Only: Cycle Number: _____ **Charge Assessed:** _____