



FOR INQUIRIES CALL: METRO CENTRE OFFICE  
(202) 347-6638

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THE LINKS INC  
COLUMBIA MARYLAND CHAPTER  
PO BOX 1517  
COLUMBIA MD 21044

ACCOUNT TYPE	
M&T ADVANCED BUSINESS CHECKING	
ACCOUNT NUMBER	STATEMENT PERIOD
6891645	01/01/18 - 01/31/18
BEGINNING BALANCE	\$35,063.22
DEPOSITS & CREDITS	19,700.00
LESS CHECKS & DEBITS	1,478.46
LESS SERVICE CHARGES	11.50
ENDING BALANCE	\$53,273.26

#### ACCOUNT ACTIVITY

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
01/01/2018	BEGINNING BALANCE			\$35,063.22
01/09/2018	SERVICE CHARGE FOR ACCOUNT 000000006891645		\$11.50	35,051.72
01/18/2018	CHECK NUMBER 2639		1,333.08	33,718.64
01/22/2018	DEPOSIT	\$3,000.00		36,718.64
01/23/2018	CHECK NUMBER 2637		19.14	
01/23/2018	CHECK NUMBER 2638		126.24	36,573.26
01/30/2018	DEPOSIT	16,700.00		53,273.26
	NUMBER OF DEPOSITS/CHECKS PAID	2	3	

#### CHECKS PAID SUMMARY

CHECK NO.	DATE	AMOUNT	CHECK NO.	DATE	AMOUNT	CHECK NO.	DATE	AMOUNT
2637	01/23/18	19.14	2638	01/23/18	126.24	2639	01/18/18	1,333.08
* - GAP IN CHECK SEQUENCE								
R - CHECK RETURNED								
NUMBER OF CHECKS PAID			3					
AMOUNT OF CHECKS PAID			\$1,478.46					

BEGINNING FEBRUARY 1, 2018, M&T WILL CHARGE A MONTHLY MAINTENANCE FEE FOR EACH ACCOUNT ENROLLED IN SAME DAY ACH ORIGINATION. FOR COMMERCIAL CUSTOMERS, THE FEE WILL BE \$10 PER MONTH. FOR BUSINESS BANKING CUSTOMERS, THE FEE WILL BE \$5 PER MONTH. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE COMMERCIAL SERVICE TEAM AT 1-800-724-2240, MONDAY - FRIDAY, 8AM-6PM ET.

# HOW TO BALANCE YOUR M&T BANK ACCOUNT

TO BALANCE YOUR ACCOUNT WITH THIS STATEMENT COMPLETE STEPS 1,2, & 3.

**STEP 1** Place a checkmark ( ✓ ) beside each item listed on this statement which has a corresponding entry in your register.  
Also place a checkmark next to the item in your register.

**STEP 2** Add to your register:  
(a) Any deposits and other credits shown on this statement which you have not already entered.  
(b) Any interest this statement shows credited to your account.

**STEP 3** Subtract from your register:  
(a) Any checks or other withdrawals shown on this statement which you did not enter into your register.  
(b) Any automatic loan payments or ATM or other electronic debits shown on this statement which you have not already subtracted.  
(c) Any service charges shown on this statement which you have not already subtracted.

## TO DETERMINE THE CURRENT BALANCE IN YOUR ACCOUNT:

**STEP 4** List any outstanding checks or debits written in your register, but not yet appearing on your statement.

OUTSTANDING CHECKS AND OTHER DEBITS		
NUMBER	AMOUNT	
1	\$	
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
SUBTOTAL OF COLUMN 1	\$	

OUTSTANDING CHECKS AND OTHER DEBITS		
NUMBER	AMOUNT	
13	\$	
14		
15		
16		
17		
18		
19		
20		
21		
22		
SUBTOTAL OF COLUMN 2		
SUBTOTAL OF COLUMN 1 +		
TOTAL OUTSTANDING CHECKS AND DEBITS	\$	

**STEP 5** Enter on this line the Ending Balance shown in the summary on the front of this statement.

\$	
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**STEP 6** Enter the total of any deposits or other credits shown on your register which are not shown on this statement.

\$	
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**STEP 7** Enter the total of STEPS 5 & 6.

\$	
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**STEP 8** Enter TOTAL OUTSTANDING CHECKS & DEBITS (from STEP 4).

\$	
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**STEP 9** Subtract STEP 8 from STEP 7 and enter the difference here.

\$	
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This amount should be your current account balance.

If you have questions, think your statement is incorrect, or for information regarding Treasury Management Services, please contact your M&T Relationship Manager or the Commercial Service Team at 1-800-724-2240, Monday through Friday, 8am - 6pm ET.

**M&T Bank**