

How to use Your Transaction Register

Your Check Register has a New Look! Your enhanced register now provides you with more room to write, more entries, and a new Notes section! It also makes recording electronic or automatic transactions on your account easier than ever.

		■ AD-Automatic Deposit ■ AP-Automatic Payment ■ ATM-Teller Machine ■ DC-Debit Card ■ T-Tax Deductible ■ TT-Telephone Transfer							
NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	AMOUNT	✓	FEES	DEPOSIT AMOUNT	\$		
			\$ 16 15					310 97	
124	7/1	Dry Cleaners	40 00					270 97	
ATM	7/3	Cash withdrawal	65 23					205 74	
AP	7/5	Gas & Electric	59 43					146 31	
DC	7/6	ABC Grocery	10 00					136 31	
125	7/8	Dentist				300 00		436 31	
AD	7/9	Automatic Deposit							

Fill in the check number or transaction code, date and a description of the transaction. Record the amount of the transaction in the appropriate column. The ✓ column is used for checking off transactions that are listed on your monthly statement. Transaction codes: AD-Automatic Deposit, AP-Automatic Payment, ATM-Teller Machine, DC-Debit Card, T-Tax Deductible, TT-Telephone Transfer.

DEPOSIT RECORD

NAME

ADDRESS

ACCOUNT CODE NUMBER

5-11-07 Open acct. 24,000.00

Michelle Hill
+ Jimmy
(c) 362-1228
(cell) 412-4211
(home) 948-0952

23974.61

305-1538
+ 210000
W/ 1515 H/11

24690

1001

1002

1003 10/29 Keech's 22 85 22 85

1004 11/09 Nichols Earthmoving 10,000. 19,000 00

1005 11/26 L. & L. Body Repairs 3444.69 3444 69

1006 12/19 Betty & Kent 500 00 500 00

PROTECT YOUR ACCOUNT - SHRED CANCELLED CHECKS, UNUSED DEPOSIT TICKETS AND BANK STATEMENTS WHEN DISCARDING.

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NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT	✓	FEE	DEPOSIT AMOUNT	\$
1007	12/25	Charles Smith	2000.00	✓		2000.00	
1008	12/27	Benafort G. Taxes	3997.39	✓		3997.39	
1009	12/27	Belk	180.25	✓		180.25	
1010	12/26	Pungo District Foundation	500.00	✓		500.00	
1011	12/31	Granville E.N.J.	2328.00	✓		2328.00	
1012	1/1	U.S. Treasury 2008	9875.00	✓		9875.00	

1113	1/11	nc Dept. of Rev.	2600.00	✓		2600.00	
1114	1/25	Nichols Earthmoving	18,500.00	✓		18,500.00	
1115	1/28	Betty Gurganus	10,000.00	✓		10,000.00	
		Febs 07, 08				25,170.97	
1016		Kent Gurganus	10,000.00	✓			
1017		Macl Gurganus	2,000.00				
1018		Ethan Gurganus	2,000.00				

PROTECT YOUR ACCOUNT - WHEN WRITING A CHECK, START AT THE FAR LEFT. DO NOT LEAVE SPACE FOR EXTRA NUMBERS TO BE WRITTEN.

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1019		Chloe Gargano	2000.00				
1020		Bowen Brooks	2000.00	✓			
1021		Stephen Baldwin	2000.00	✓			
1022	2/14	Best Buy	2167.00				
		Deposit				23,000	
1023	2/16	Beaufort Co. Tax	5636	✓			24260 52
		103 Buick					5636
1024	2/18	Rohls	3992	✓			24204 16
							3992
							24164 24
1025	2/19	Keech's	1890	✓			
1026	2/20	Midway Hair	10.00	✓			
1027	2/20	Country Kitchen	25.00	✓			
1028	2/21	Beaufort Co. Water	31.65	✓			
1029	2/22	Country Kitchen	50.00	✓			
1030	2/24	Beth Christian Church	100.00	✓			
1031	2/26	Keech's	6365	✓			

PROTECT YOUR ACCOUNT - USE CHECKS IN SEQUENTIAL ORDER. RECONCILE STATEMENTS PROMPTLY.

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NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT	✓ * FEE	DEPOSIT AMOUNT	\$
1032	2/27	Country Kitchen	50.00	✓		
1033	2/27	Country Kitchen	29.16	✓		
1034	2/28	Country Kitchen	24.71	✓		
1035	2/28	Eleanor Humphrey	200.00			
		sheep liner				
1036	3/02	Country Kitchen	50.00	✓		
1037	3/03	Craftique Delinney	300.00	✓		
1038		Keech's	12.90	✓		
1039	3/10	Betty Low	250.00	✓		
1040	3/11	Eastern Radiologist	9.94	✓		
1041	3/11	BCH DBA PIM	49.20	✓		
1042	3/14	Cash				
		mattress & boxspring	280.00	✓		
1043	3/18	Mura Wingate				
		church and Barton	45.00	✓		
1044	3/19	Keech's	27.85	✓		
1045	3/20	Gray, Jr.	500.00	✓		

PROTECT YOUR ACCOUNT - USE DARK INK WHEN WRITING CHECKS. NEVER USE PENCIL OR ERASABLE INK.

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1046	3/20	Country Kitchen	10 02	✓			10 02
1047	3/21	Farmville Furniture	5172 05	✓			5172 05
1048	3/21	Farmville Furniture	3252 68	✓			3252 68
1049	3/26	Raleigh Orthopedic	24 16	✓			24 16
1050	4/3	M.J.'s Market chest cabinet	650 00	✓			650 00
1051		Wood					

1052	4/11	Mayhew Edwards CDA	675 00	✓			
1053	4/14	NC Revenue	314 00	✓			
1054	4/23	State Farm Ins	529 92	✓			
1055	4/25	Cash	50 00	✓			
1056	5/02	Boyles Furniture	2317 93	✓			
1057	5/4	Celly Gargamers	100 00	✓			
1058	5/14	Farm's Club	86 94	✓			

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NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT	✓	FEE	DEPOSIT AMOUNT	\$
1059	5/18	Bath Chr. Church	500.00	✓			
1060	5/24	Boyles Furniture	1943.82	✓			
		Deposit 6-02-08				2500	25
1061	6/14	NC Dept. of Revenue	2140.00				
1062		Logan Betty & Kent	2400.00				
1063		Carter & Sloan	24,000.00				73,000.00
1064		Smith, CD	25.00				
1065	8/28	Cash	300.00				
1066	8/28	Kent and Betty L	24,975.00				Smart
1067	11/24	Edward Jones	104,000.00				
1068	1/9	Country Kitchen	50.00				
1069	4/2	State Farm	575.00				
1070	10/20	Country Kitchen	50.00				

PROTECT YOUR ACCOUNT - KEEP CHECKS IN A SAFE PLACE. IF THEY ARE LOST OR STOLEN, NOTIFY YOUR FINANCIAL INSTITUTION IMMEDIATELY.

1059 1060 1061 1062 1063 1064 1065 1066 1067 1068 1069 1070

009

[illegible]

[illegible]

DEPOSIT TICKET

RUTH B. WATERS
CHARLES B. SMITH
5212 NC HWY. 92 EAST PH. 252-923-9180
BATH, NC 27808

DATE _____
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

RPN HERE FOR CASH RECEIVED IF REQUIRED *

CAPITAL BANK
Raleigh, North Carolina

SMART
CHECKING

* LESS CASH
RECEIVED

\$ _____

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