

Your Contact
Your Bank
Bank Address

Dear Contact:

Our auditors, RHR Smith & Company, Certified Public Accountants are conducting preliminary tests of transactions at the Town and have requested that your bank furnish them with a detailed list of **all depository accounts as of your fiscal year end.** (I.E. checking, savings, c of d's etc.) containing the following:

- 1) Bank account number.
- 2) Bank account name.
- 3) Current bank balance.
- 4) List of authorized account signers for each account identified.

To help you identify all of our accounts at your bank we are including our federal identification number which is as follows: **EIN Number**

We hope this is helpful in identifying all of our accounts. Please mail the enclosed confirm back to our auditors at:

RHR Smith & Company
Certified Public Accountants
3 Old Orchard Road
Buxton, Maine 04093

If you have any questions regarding this letter please do not hesitate to call me at the Town Hall at (207) 532-7111.

Very Best,

Your name
Treasurer

TOWN OF YOUR TOWN
CASH CONFIRMS

| <u>Bank Account Number</u> | <u>Bank Account Name</u> | <u>Bank Balance</u> | <u>Authorized Signers</u> |
|--------------------------------|------------------------------|-------------------------|-------------------------------|
| 1) _____ | _____ | \$ _____ | _____ |
| 2) _____ | _____ | \$ _____ | _____ |
| 3) _____ | _____ | \$ _____ | _____ |
| 4) _____ | _____ | \$ _____ | _____ |
| 5) _____ | _____ | \$ _____ | _____ |
| 6) _____ | _____ | \$ _____ | _____ |
| 7) _____ | _____ | \$ _____ | _____ |
| 8) _____ | _____ | \$ _____ | _____ |
| 9) _____ | _____ | \$ _____ | _____ |
| 10) _____ | _____ | \$ _____ | _____ |

Bank Representative

Date

Title
KFSB