NPO-CL-6.1: Standard Form to Confirm Account
Balance Information with Financial Institutions [[1]](#endnote-1)a , [[2]](#endnote-2)b , [[3]](#endnote-3)c , [[4]](#endnote-4)d , [[5]](#endnote-5)e

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | ORIGINALTo be mailed to |  | CUSTOMER NAME |
|  | **FinancialInstitution’s Name and Address** |  | We have provided to our accountants the following information as of the close of business on , 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 form directly to our accountants. |

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\*** |
| --- | --- | --- | --- |
|  |  |  |  |

1. 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\*** | **DUE DATE** | **INTEREST RATE** | **DATE THROUGH WHICH INTEREST IS PAID** | **DESCRIPTION OF COLLATERAL** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|   |  |   |
| (Customer’s Authorized 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 Authorized Signature) |  | (Date) |
|   |  |  |
| (Title) |  |  |

| **EXCEPTIONS AND/OR COMMENTS** |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| Please return this form directly to our accountants: |  |  |

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

Approved by American Bankers Association, American Institute of Certified Public Accountants, and Bank Administration Institute.

1. a This form may be used for confirmations of balances with financial institutions. However, it only confirms deposit account balances (for example, checking accounts, savings accounts, and certificates of deposit) and direct loans. Details of compensating balances, lines of credit, and contingent liabilities may be separately confirmed with the financial institution official who is responsible for the client’s account or is knowledgeable about such transactions or arrangements. , , and present confirmations of compensating balances, lines of credit, and contingent liabilities, respectively. [↑](#endnote-ref-1)
2. b The form is available from the AICPA as a fillable PDF. The form can be ordered by calling the AICPA at (888) 777-7077 or by using the online catalog at [**https://us.aicpa.org**](https://us.aicpa.org). An editable version of this practice aid is also available in PPC’s *Practice Aids*. [↑](#endnote-ref-2)
3. c Most financial institutions will also confirm savings and certificate of deposit accounts on this form. Those accounts can be listed in Item 1 along with checking accounts. [↑](#endnote-ref-3)
4. d The financial institution’s response is invalid unless it is signed and dated. [↑](#endnote-ref-4)
5. e Some financial institutions no longer respond to paper confirmations for domestic depository and commercial loan accounts and only respond to those requests that are submitted via a designated third-party service provider, such as [**Confirmation.com**](https://www.confirmation.com/). Electronic bank confirmations are discussed in section . [↑](#endnote-ref-5)