

» Checking Account Reconciliation

CHECKING ACCOUNT RECONCILEMENT

THIS FORM IS PROVIDED TO ASSIST YOU IN BALANCING YOUR CHECKING ACCOUNT

LIST CHECKS OUTSTANDING NOT CHARGED TO YOUR CHECKING ACCOUNT]	PERIOD ENDING			
CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT]				
				 <u>SUBTRACT</u> FROM YOUR CHECK REGISTER ANY CHARGES LISTED ON THIS CHECKING ACCOUNT STATEMENT WHICH YOU HAVE NOT PREVIOUSLY DEDUCTED FROM YOUR BALANCE. ALSO, <u>ADD</u> ANY DIVIDEND. 				
					2. <u>ENTER</u> CHECKING ACCOUNT BALANCE SHOWN ON THIS STATEMENT.		\$	
							\$	
					3. <u>ENTER</u> DEPOSITS MADE LATER THAN THE ENDING DATE OF THIS STATEMENT.		\$	
							\$	
				-		TOTAL (2 PLUS 3)	\$	
				-	 IN YOUR CHECK REGISTER <u>CHECK OFF</u> ALL CHECKS PAID AND, IN AREA PROVIDED AT LEFT, <u>LIST</u> NUMBERS AND AMOUNTS OF ALL UNPAID CHECKS. 			
					5. <u>SUBTRACT</u> TOTAL CHECKS OUTSTANDING	. { -	\$	
		TOTAL ►			 THIS AMOUNT SHOULD EQUAL YOUR CHECK REGISTER BALANCE. 		\$	
				-				

IF YOU DO NOT BALANCE VERIFY ADDITIONS AND SUBTRACTIONS - ABOVE AND IN YOUR DRAFT REGISTER COMPARE THE DOLLAR AMOUNTS OF CHECKS LISTED ON THIS STATEMENT WITH THE CHECK AMOUNTS LISTED IN YOUR CHECK REGISTER COMPARE THE DOLLAR AMOUNTS OF DEPOSITS LISTED ON THIS STATEMENT WITH THE DEPOSIT AMOUNTS RECORDED IN YOUR CHECK REGISTER

